

Submitting an Issue

A complete issue constitutes the following:

- _____ Hard copies of manuscripts and a printout of the final table of contents.
- _____ Electronic files of manuscripts and final table of contents. (See Electronic Manuscript Guidelines below.)
- _____ Hard copy originals and/or printouts of all tables and figures.
- _____ Electronic files for all figures except when hard copies are camera ready. (See Figures Guidelines below.) Tables should appear at the end of their respective manuscript file.
- _____ Consent to publish forms for all contributions.
- _____ Contact information for all contributors (mail & e-mail addresses, phone & fax numbers).
- _____ Permission letters for any copyrighted material.
- _____ If there is a change to covers, frontmatter, or backmatter, please photocopy the page and submit hand-marked corrections with the issue.

Electronic Manuscript Guidelines

- The hard copy printout should match the electronic document completely. No hand-marked corrections should appear on the paper copy that are not in the file.
- Tables should not appear in the main body of the text. They should appear at the end of the manuscript.
- Do not embed figures in the text. They should be provided separately following the Figures Guidelines.
- Insert call outs where tables or figures should approximately appear, for example: **<INSERT TABLE 1 NEAR HERE>**.
- Microsoft Word is the preferred file format. PDFs are not acceptable.
- Do not apply “styles” to the various levels of heading. Use straight Times New Roman text.

Figures Guidelines

- TIFF and EPS are the preferred file format for electronic figures. Do NOT submit JPG files. Camera-ready glossies are also acceptable.
- Do NOT submit color artwork files. Hard copy color photos OK for scanning.
- Do NOT submit figures as Word files or embedded within a Word document.
- Grayscale files (usually photographs) should have a resolution of 300 dpi or better.
- Line art (e.g., graphs or music examples) should have a resolution of 1200 dpi or better.

***** UIP reserves the right to return any issue to the editors if it is incomplete*****