Customer Handbook
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All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Joe Christensen, Inc. cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.
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Services and Options

In this section you will find information on the following:

- Composition
- Graphics and Prepress
  - Illustrations, Charts, Tables, Graphs & Artwork
  - Full Color Printing
  - Advertisements
  - Subscription Cards
- Printing and Binding
- Distribution
  - Mailing
  - Shipping
  - Author Offprints
  - Reprints
  - Subscriber Invoices
- Miscellaneous
  - Westlaw and Lexis Translation
  - PDF files

Joe Christensen, Inc. offers service and assistance with every step of your journal production. We are more than just a printer. We can: answer your questions while you are working on the issue, maintain your mailing list, print and distribute your journal to your subscribers and agents, transmit your journal to West and Lexis, and invoice your subscribers. We can do it all!

**com-p-o-s-i-tion**¹ . . . the arrangement of type for printing . . . the production of type or typographic characters . . . arranged for printing

**com-p-o-s-i-tion**² . . . an intellectual creation . . . a piece of writing

When you first begin, a term you will become familiar with is “composition.” But when we say “composition” we are referring to definition number 1, not definition number 2. When you start working on an issue, you will need to be aware of the method of composition your particular journal has selected.
COMPOSITION ALTERNATIVES
Joe Christensen, Inc. accommodates four types of composition service.

Composition Services

- **Full composition.** Customer provides JCI with *coded* word processor files (see page 29 for coding instructions) or manuscript and the composition is done by JCI software. This service generally proceeds in three stages—*First page proofs, Revised page proofs,* and *Contract Proofs.*

- **Partial Composition.** Customer uses a template, provided by JCI, to format the issue. The composed material is submitted in the form of Microsoft Word files. Files are processed and paginated by JCI software. The Contract Proof created is intended to be final. Additional proofing stages are not anticipated. This service generally proceeds in a single stage—*Contract Proof.*

For more details on Composition Service please see pages 19-46.

Camera Ready Services

- **Camera Ready Electronic.** Customer uses a Microsoft Word template, which can be provided by JCI, to compose the issue. Then the fully composed pages of the issue are converted to Acrobat PDF files (Portable Document Format) and submitted to JCI either on a disk or by e-mail. No JCI composition is required.

- **Camera Ready Reproduction Copy.** Customer uses a template, which can be provided by JCI, to format the issue. Rather than submit files, the journal submits high quality, reproduction pages. All Camera Ready pages come from the journal and require no JCI composition.

For more details on Camera Ready Services please see pages 47-60.

GRAPHICS and PREPRESS

*Illustrations, Charts, Tables, Graphs & Artwork*

JCI will, if requested, prepare production quality images of charts, tables, graphs and other types of illustrations. If you have a version of the illustration, chart, table, graph or artwork in an electronic format, please let us know so we might evaluate its usability. It is also best to send a hard copy with the file so that we can reproduce it most accurately. If you only have access to hardcopy, the best reproduction comes from clear, sharp, correctly sized, black and white copy.

If your journal is composed by JCI, we will, whenever possible, place camera ready art into electronic form by scanning or recreating it.

*Photos*

We will prepare photo halftones for printing. Original photos should be good quality, and in black and white for optimal reproduction. They should NOT be screened. Matte finish is preferred, especially if the photo is new. If you want to submit illustrations as computer files, please contact us for evaluation of their usability.
**Full Color Printing**

Full color printing is available for color illustrations or covers. Color illustrations can be incorporated into your journal, but are subject to some position restrictions. Four-color work requires color separations, and additional time will be required. We will need to send you a color key for you to approve and return before we can begin printing. Call for a price quote if your issue will be using full color printing.

**Advertisements**

When submitting advertisements for your journal, the preferred format is either an Adobe Acrobat .pdf file or a postscript (.ps) file. Be sure to specify one of these formats when contracting with your advertisers. If you have questions concerning these formats, please call our customer service representatives at 800-228-5030.

**Subscription Cards**

Subscription cards can be bound into a journal or inserted loose. We will print these for you and perforate if required. We can also insert your preprinted material. Please contact us for printing and inserting prices.

**PRINTING, BINDING and DISTRIBUTION**

**Binding**

Most of our journals are perfect bound. Smythe sewing is available as an option. It is a little more expensive and adds two days to the press schedule. Please ask us about three hole punch, spiral binding, stapling, and cloth binding—additional options that are also available.

**Author’s Offprints**

Offprints are copies of articles that are bound separately in individual covers. All offprints are perfect bound. They are prepared after the regular issue has been mailed and sent to the address(es) you specify. Offprints that are printed at the same time as the issue are the least expensive. (Note: all offprints are invoiced to the law journal; we do not invoice authors for offprints.)

**Reprints**

We can reprint articles for you from previous issues. Reprints are always perfect bound. They are more expensive than offprints produced at the same time as the issue. This is due to set up costs, which normally are avoided if ordered at the time of the original print run. Call us for a quotation if you need to have an article or issue reprinted.

**Mailing**

Our plant is centrally located for efficient freight and mail service. We offer full mailing services with subscriber copies wrapped in polyethylene, labeled, and sorted according to postal regulations. Foreign and multiple copies are sent according to the journal’s instructions. We also send copies to fulfillment agencies—such as Hein and SWETS—according to instructions in your multiple mailing list file or other correspondence. The balance of your order is boxed and shipped via a carrier that provides delivery to your designated receiving area.
MAILING LISTS

Electronic mailing lists should generally be in database file format. Access and Excel are two common database file formats. Comma or tab delimited ASCII files are also acceptable. We can maintain your mailing list for you if you do not wish to maintain it in your office.

Mailing List Verification

We provide mailing list verification, with a print out of your verified list, that meets USPS requirements for address validity.

Subscriber Invoicing

We can invoice your subscribers from your mailing list. Please call for further information if you are interested in this service.

MISCELLANEOUS

Westlaw and Lexis Transmission

We will translate and transmit completed journals to Westlaw and Lexis-Nexis according to journal arrangements with these companies. Word or WordPerfect files from the journal are necessary for this service if the journal uses Camera Ready Services.

PDF Files

PDF versions of articles that are composed by JCI software are available for World Wide Web installation.

FORMS

Please use the forms and checklists provided for your submittals. The forms appear at the end of this manual. You may duplicate them as needed, reproduce them on your own, or request electronic versions (in either .doc or .pdf formats).
Camera Ready Service
Flow Chart - Camera Ready Service

Journal

Start →

Review

Journal submits Camera Ready Repro. Copy or Electronic Files. Also be sure to include:
- Order of Materials for Camera Ready Services
- Mailing list
- Address Verification Form
- Quantity and Distribution Form
- Offprint Order Form
- Order for Contract Proof

Contract Proof, Cover and Offprint Covers are sent to journal for approval.

Journal decides to make corrections by sending new Electronic files or Repro pages.

Journal gives OK to print.

First bound copies are shipped to the journal.
Westlaw & Lexis Files are transmitted.

Issues mailed to subscribers.

Offprints bound and shipped.

Balance of books is trucked/shipped to journal.

Journal Printed and Bound

Processing

Joe Christensen, Inc.
Camera Ready Service

Joe Christensen, Inc. supports desktop publishing with templates written in Microsoft Word for Windows format. Using these templates, editors apply styles which define and format their articles. When the articles are printed on your local laser printer, they appear the same as when printed by JCI. Editing, proofing, and re-editing are all completed before the articles ever leave the journal office.

If the journal desires to perform the entire composition, copy for a journal can be completely prepared by the journal’s editorial staff. The staff, then, is responsible for all of the proofreading, editing, typesetting and formatting for the entire publication. Style consistency issues are also assumed by the journal. Completed materials are sent to the printer for printing and binding.

Note: Optional typesetting of some elements by Joe Christensen, Inc. is always available at normal composition rates. Our composition personnel can prepare some or all of the special pages for the journal (eg. table of contents, board of editors pages etc.), build charts and tables for paste in, or set the type for cover and offprint covers. This composition should be completed before journal-prepared pages are sent, to allow your staff time to proof special pages and reserve correct space for illustrations.

A completely filled out “Order for Contract Proof” transmittal form should be sent with all materials submitted for printing. The following items also need to be included in order to process your issue:

- An Order of Materials for Camera Ready Service form showing the placement of each item in the book.
- All Camera Ready Reproduction Copy/Electronic Files for articles. Remember to include a transmittal for each file with journal, volume and issue information and keep a copy of the files in your office (electronic forms available upon request).
- Special pages (such as table of contents, faculty, etc.). If these will be typeset by JCI, send either a manuscript copy or disk files for heavily edited pages and photocopies from your most recent issue for pages that will be duplicated or have only minor edits (simply mark up the photocopy with necessary edits).
- Advertisements: When submitting advertisements for your journal, the preferred format is either an Adobe Acrobat .pdf file or a postscript file. Be sure to specify one of these formats when contracting with your advertisers. If you have any questions concerning formats, please call our Customer Service Department.
- Quantity and Distribution Form: total number of books to be printed.
- Offprint Order: a listing of articles that will be bound in separate covers with the quantity and mailing address for each. If any of the authors should be sent copies of the completed journal, include that information on the offprint order. Also include any unusual binding or shipping instructions.
- Mailing list for mailing of subscriber copies.
- Completed mailing list verification statement.
• Include instructions for unusual items (e.g., subscription card) or special mailing instructions in a separate letter or on the transmittal form under “special instructions.”

Production of Contract Proofs will not be scheduled unless all items on the “Order for Contract Proof” are completed and all necessary production information has been received.

CAMERA READY ELECTRONIC

Prepare Camera Ready Electronic files using an Adobe postscript printer driver or PDF files created by Acrobat Distiller (version 3.01 or higher)—these files maintain the look and layout of the original pages. Refer to pages 55-60 for PDF instructions.

We will use your Order of Materials for Camera Ready Services form to prepare a Contract Proof of your camera ready files. The Contract Proof will be sent to you to check for order and placement of items. After you have completed your check, return the Contract Proof form, which directs us to schedule a press date.

If there are alterations you wish to make, you will need to make the correction to your files and resubmit them. We will send a new Contract Proof for approval. Upon receipt of approval, a press date will be scheduled.

If your journal is to be put on line with West or Lexis, you need to send either Word or WordPerfect files, (clearly labeled for West/Lexis transmission) with your Camera Ready Electronic Materials.

CAMERA READY REPRODUCTION COPY

Journals that elect to send Camera Ready Reproduction copy instead of disk files assume an additional responsibility for print quality. Because the quality of a printed page is directly related to the quality of the Reproduction Copy used to prepare it, we recommend that Camera Ready Reproduction copy be printed at a resolution of 1200 dots per inch on Hammermill 28/70 lb. Photo White (or equal) paper. All copy should be printed at the same time to maintain control over the density of the printed pages. Look through the pages for variations in darkness from page to page and from side to side on each page. To avoid last minute delays, we encourage you to check and recheck all materials carefully before sending them. If your journal is to be put on line with West or Lexis, you need to send either Word or WordPerfect files, (clearly labeled for West/Lexis transmission) with your Camera Ready Materials.

We will use your Order of Materials for Camera Ready Services form to prepare a Contract Proof of your camera ready materials. The Contract Proof will be sent to you to check for order and placement of items. After you have completed your check, return the OK to print form, which directs us to schedule a press date.

SCHEDULING OPTIONS

Due to variations in arrival time, the arrival day is not counted as a working day. “Working days” include all days except Saturday, Sunday, and the following:

1. New Year’s Day
2. Good Friday
3. Memorial Day
4. July 4th
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving
8. December 24th
9. Christmas Day
10. December 31st

Schedules can be custom tailored. Each request will be treated individually and accommodated if possible. There will be corresponding adjustments in prices. Call for further information.
CORRECTION OPTIONS

Camera Ready Services

Camera Ready Electronic. If corrections are necessary, they are made by the journal and a corrected PDF file is sent to JCI. All corrected files submitted must be viewed and approved by the journal before scheduling the issue to print. Corrections are billed on a per page replaced basis.

Camera Ready Reproduction Copy. Any pages requiring corrections are supplied by the journal. Corrections are billed on a per page replaced basis. We will replace your original pages with the new ones and schedule a press date.

PRINTING, BINDING and DISTRIBUTION

The press or printing stage breaks down into several distinctive operations.

- Press plates are prepared for the entire journal.
- Large web presses print the inside textual part of the journal in sixteen page signatures. Covers are printed on smaller sheet-fed presses.
- Printed signatures move to the bindery line where they are gathered together and receive covers.
- The bindery line continues non-stop to a high speed cutter that trims the books to their final size.
- As first bound copies go out the door, subscriber mailing begins. Once the mailing is completed, remaining issues are boxed and shipped.
- Offprints are assembled and bound in separate covers. Each is shipped to the address specified.

That completes one issue of your journal . . . as you turn your attention to the next issue—an ongoing process.
How To Make .PDF Files

**Phase One – The Printer Driver**

**Step 1** – Set your postscript printer as the ‘default’ printer on your machine. This can be done by going to ‘My Computer’, then double click on the “printers” folder (this is sometimes located inside the “control panel” folder). Once inside the “printers” folder, right click on the postscript printer and “select as default”. This is to prevent problems with pagination.

The printer driver determines the pagination of your articles. If you switch the printer driver at the time you are printing to file (explained later) you may cause pagination problems. So it is essential to open your article with the same printer driver that you will use when you print it to file.

**Phase Two – The Watched Folder**

Setting up watched folder settings.

**Step 1** - Open distiller

**Step 2** - Go to 'settings'

**Step 3** - Select “Watched Folder”.

Joe Christensen, Inc.
**STEP 4** - Go to “Add Folder” and use the browse menu to select the folder you will be using to save your .pdf files in.

**STEP 5** - Distiller will automatically create an “In” and “out” folder within the folder you have selected. This is important to note, because this is where you will be saving your .prn files, which Distiller will then transform into .pdf files (these steps explained later in this section).

Since this folder has been selected as a “Watched Folder”, Distiller, whenever it is open (*it can be minimized on the desktop*), will now monitor the “In” box for .prn files and then will deposit the .pdf files that are created into the “Out” box.

*In this example the watched folder selected was “Journal PDF”. Note it now contains an “In” and “out” folder generated by the Distiller*
PHASE THREE – SETTING DISTILLER JOB OPTIONS

STEP 1 – Open Distiller. Go to “Settings”, then “Job Options”. At this point, you will need to refer to the screen shots provided at the back of this book that correlate to the version of Distiller you are using. You will go through the various tabbed sections and make your settings match the screen shots. Refer to pages 79-82.

STEP 2 – When you are finished setting the Job Options, select “Save As”, located on the right of the screen and give it the name “JCI job options”. After saving, look at the face of the Distiller and be sure that “JCI job options” is showing in the drop down menu. If it is not, be sure to select “JCI job options” in that drop down menu before creating any .pdf files.
PHASE FOUR – SETTING PRINTER PROPERTIES IN MICROSOFT WORD

STEP 1 - Open Microsoft Word. Open an article.

STEP 2 – Look through the document and make sure the pagination, page breaks etc. are as you expect them to be.

STEP 3 – Once you have determined that the word document has paginated as you expect, you will go to “File” and then to “Print”.

STEP 4 – In the print screen you will go to the “Properties” button (usually located in the upper right corner of the print screen).

STEP 5 – Go to the “Graphics” tab and set the resolution at 1200 dpi. Then go to the “PostScript” tab and set it for “optimize for portability – ADSC”.

STEP 6 – Click “OK”. Now you will be back to the original print screen. It is important to note: generally, your machine will not save the property settings of your printer, so each time you open Microsoft Word to create .prn files you will need to go to ‘properties’ and make these adjustments.

PHASE FIVE – PRINTING TO FILE AND SAVING THE .PRN

STEP 1 – Now you are back to the original print screen. Check the box next to “Print to file” and click “OK”. 
**STEP 2** – Now you are ready to save your .prn file into the watched folder’s “In” box. Give it a name and save it inside the “In” box and click “OK”. **BE SURE TO DOUBLE CLICK ALL THE WAY INTO THE “IN” BOX.** If the file is not saved inside the “In” box, Distiller will not see it and will not distill it.

![Image of Print to file window]

**Tip:**
If this is your first issue creating .pdf files, or if you would like to confirm that your .pdf file settings are correct, we recommend **sending a test file** so we may pre-flight and report back to you.

This can help prevent delays in scheduling your **Contract Proof** and also save you from having to redo **all** the files.

It is best to know that your settings are correct, then proceed with distilling all the files.

**STEP 3** – After the document is finished printing to file, Distiller will “see” the file in the Watched Folder’s “In” box, distill it and deposit the .pdf file (along with the .prn and .log files) into the Watched Folder’s “Out” box.

**STEP 4** – Open the .pdf file in the "OUT" box and print yourself a copy. It is always a very good practice to view the .pdf file before sending it to us.

If you have any difficulty or questions when creating your .pdf files, call for technical support at 1-800-228-5030.
Glossary

**Accountable Editor** - One responsible for making decisions and answering questions.

**Additional Entry** – Form 3510 is the “additional entry” form that periodicals journals must file with the Post Office to authorize mailing of their journal from JCI’s location. It must be on file before the journal’s first issue is mailed.

**Address Verification** - To qualify for Presort Rates (the best rate possible for your journal), the USPS requires that domestic mailing lists be verified once a year. Basically, this means that every address must be checked against the post office’s master database to ensure that it actually is a deliverable address.

**Camera Ready Electronic Files** - Customer uses a template, which can be provided by JCI, to format the issue. Then the fully composed pages of the issue are converted to ps. or .pdf files and submitted to JCI either on a disk or by e-mail (as attachments). No JCI composition is required.

**Camera Ready Reproduction Copy** - Customer uses a template, which can be provided by JCI, to format the issue. Rather than submit files, the journal submits high quality, hard copy pages. All Camera Ready pages come from the journal and require no JCI composition.

**Contract Proof** - The final proof your journal will receive. This is the third stage in the Full Composition Service and the only proof for those electing Camera Ready Services.

**Domestic Mailing List** - This file contains domestic addresses (each address to only receive ONE copy of the issue)

**Endorsements (Mailing)** - The endorsement (which appears with your return address) instructs the USPS on how to handle undeliverable mail pieces. Depending on the endorsement you choose, you may incur fees from the USPS for address correction or returning the piece. There are several options available for each mailing class. They apply to domestic mailing only.

**First Page Proofs** - is the first stage of Full Composition. At this stage the journal staff sends an article to Joe Christensen, Inc. for the first time. The article can be typed manuscript or word processor file.

**Foreign Mailing List** - This file contains foreign addresses (each address to only receive ONE copy of the issue)

**Full Composition** - Customer provides JCI with word files or manuscript and the formatting is done by JCI software. This service generally includes three stages—*First page proofs, Revised page proofs,* and *Contract Proofs.*
**JCI DTP Templates** - Our desktop templates for Word produce pages that replicate the journal’s existing style. We supply full instructions and technical support for using these macros. If you would like to reach our Tech Support Desk call 1-800-228-5030, 7:00am - 3:30pm Central time. Of course you are always welcome to e-mail your questions during or after business hours. Please e-mail to: <tech.support@christensen.com>

**Multiples Mailing List** - containing both foreign and domestic addresses that will receive copies via UPS Ground (or USPS equivalent). Entries can be single copies as well as multiples.

**Offprints** - Offprints are copies of articles that are bound separately in individual covers. All offprints are perfect bound. They are prepared after the regular issue has been mailed, and sent to the address(es) you specify. Offprints that are printed at the same time as the issue are the least expensive.

**Partial Composition** - Customer uses a template, provided by JCI, to format the issue. The formatted material is submitted as Microsoft Word files. Files are processed and paginated for proofs by JCI software. The proof created is intended to be final and additional proofing stages are not anticipated.

**.pdf files** - stands for “portable document format”. This is the format recommended when submitting Camera Ready Electronic Files. Adobe Acrobat Distiller is used to create this type of file.

**.ps files** - stands for “postscript” file. This is a “file capture” of the commands sent to a postscript printer, i.e., “print to file”.

**Printer Codes** - The codes you will incorporate in your word files when using our Full Composition Services. They enable our software to recognize what style or format needs to be applied and where. See page 30-34 for the printer codes and coding information.

**Reprints** - We can reprint articles for you from issues that have already been printed. Reprints are always perfect bound. They are more expensive than offprints produced at the same time as the issue. This is due to set up costs, which normally are absorbed by the journal at the time of the original print run. Call us for a quotation if you need to have an article or issue reprinted.

**Revised Page Proofs** - Articles will be returned to the journal after the corrections of the First Page Proofs have been incorporated—formatted according to journal style with footnotes in place. Pagination takes place at this time and unless the journal requests otherwise, hand corrected articles will be held until the entire issue can be paginated. Individual disk files, though, will be returned without pagination. This is the time to check your first page edits and touch up your pieces. A thorough re-reading of each piece will be time well spent. Pieces still needing major revisions should be sent through the revised stage another time.

**Special pages** - Includes such things as Table of Contents, Faculty pages, Board of Editors, Mailing Statement, etc.
Acrobat 4.0 Distiller Job Options
Acrobat 5.0 Distiller Job Options
Acrobat 6.0 Distiller Job Options
Acrobat 7.0 / 8.0 / 9.0 Distiller Job Options
JJOE CHRISTENSEN INC
1540 Adams Street, Lincoln Nebraska 68521
(800) 228-5030; fax (402) 476-3094

Journal __________ Volume, Issue __________ Covalent: __________ Date: __________

THIS PACKAGE CONTAINS YOUR CONTRACT PROOF PAGES
It includes all front pages, text pages, advertisements, and covers
or
new pages generated from corrections received.

It is VERY IMPORTANT for your journal that you:
✓ Compare titles; authors’ names; and volume, issue and date information wherever they appear in
the text and on covers.
✓ Make sure all advertisements and special pages are included and in the correct order.
✓ Make sure there is an offprint cover for every offprint you ordered.

FYI—Your journal may include pages that are formatted and/or keyed by Joe Christensen personnel.
Most of these are identifiable by a banner line at the top of the page, containing the centered word
"Unknown". Most covers are also formatted and/or keyed by JCI. Proof these pages carefully. Key
strokes from journal Word files are used whenever possible, but the pages are heavily formatted, and
errors from either the Word files or the formatting may occur. Take time to thoroughly check these
pages.

JCI MEMOS—If we have included a memo with these proofs, it lists things we noticed as we assembled
the pages. It is not a comprehensive list of items to change, but is merely intended to be helpful to
you as you review the proof. We do not require that you make changes to any of the items. Changes
and edits are entirely at your discretion. (Please return a copy of the memo, including your response
to each of the items.)

IF CORRECTIONS ARE NECESSARY . . .

<table>
<thead>
<tr>
<th>To pages sent as PDF files</th>
<th>To pages sent as Camera Ready</th>
<th>To pages formatted by JCI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make corrections in your</td>
<td>Make corrections in your</td>
<td>Mark corrections on pages</td>
</tr>
<tr>
<td>original files</td>
<td>original files</td>
<td>with red pen</td>
</tr>
<tr>
<td>Send new PDF version of</td>
<td>Send new camera ready pages</td>
<td>Return marked up pages</td>
</tr>
<tr>
<td>corrected files to:</td>
<td>Corner check new &amp; old pages</td>
<td>to JCI</td>
</tr>
<tr>
<td><a href="mailto:order.desk@christensen.com">order.desk@christensen.com</a></td>
<td>before sending</td>
<td></td>
</tr>
</tbody>
</table>

Corrections are required. Issue is not approved to print. JCI memo (if any), is returned with this form.
(List corrected files, pages, etc. on the back of this sheet.)

Signature: __________________________ Date: __________

OR

NO CORRECTIONS NEEDED; ISSUE IS APPROVED TO PRINT

<table>
<thead>
<tr>
<th>To approve proofs for printing:</th>
<th>Items necessary to schedule a print date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return signed and dated covers to JCI</td>
<td>Quantity of books to print</td>
</tr>
<tr>
<td>Return this form, signed below, to JCI</td>
<td>Signed verification form</td>
</tr>
<tr>
<td>Return JCI memo (if any), with your responses</td>
<td>Mailing list</td>
</tr>
<tr>
<td></td>
<td>Offprint Order with all shipping addresses &amp; quantities</td>
</tr>
</tbody>
</table>

No corrections are required. Everything has been reviewed and is hereby approved to print. All required
items have been sent.

Signature: __________________________ Date: __________
JCI Order for Contract Proof

Please send this form with your files/pages.

Journal Name: __________________________  Vol./Issue __________________________

Production cannot begin unless the following items are completed.

- Transmittal forms for all desktop publishing files (electronic forms available upon request); or
- All Camera Ready Reproduction Copy included (check page width and length consistency with previous issue)
- All running heads checked for correctness and consistency
- Volume, issue, and date on cover, spine, table of contents, masthead, reprint covers, etc. are correct and consistent
- Titles and authors' names on cover, table of contents, articles, reprint covers, etc. are correct and consistent
- Beginning page number for issue is correct
- Order of materials included
- Mailing list/disk or labels included
- Completed mailing list verification form included
- Offprint order forms completed and included
- Quantity and Distribution Order (with total quantity to print) completed and included

Signature ___________________________ Date __________ Phone # __________

Special instructions:

If all the above items are correct and/or included we will proceed with this issue. You will receive a Contract Proof of your electronic files or Camera Ready Reproduction copy, whichever is applicable.

Should we find any problems or have any questions, we will call before processing this issue.

JOE CHRISTENSEN, INC.
1540 Adams St.  Lincoln, NE  68521
Phone:  800-228-5030
Fax:  402-476-3094
E-mail: order.desk@christensen.com
Order of Materials

The purpose of this form is help you communicate your needs and intentions to us in a way that is clear and concise. To assist you in completing this form, you may wish to refer to the following terms and definitions:

1) **JCI will format**...Selecting this option indicates that JCI will be typesetting or formatting the files or hardcopy you supply.

2) **Camera Ready Reproduction Copy**...Selecting this option indicates that the item is formatted in the journal’s style and printed by a high resolution printer on Hammermill 28/70 lbs. photo white or equal paper. JCI will scan as is.

3) **Camera Ready Electronic Files**... Selecting this option indicates the files submitted are already formatted in the journal’s style. They are to be printed out in contract proof form by JCI.

4) **Complete**... Selecting this option indicates that the article is complete in the form submitted and needs nothing further from JCI to be ready to print.

5) **Pre-press by JCI Required**... Selecting this option indicates that the article needs additional work by JCI for such items as graphics, tables, charts, etc., before the article is ready to be printed. Please include details of the additional work required.
ORDER OF MATERIALS FOR CAMERA READY SERVICE

Journal Name (Volume/Issue):

Please check the appropriate box for each item submitted.

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<thead>
<tr>
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<th>JCI will format</th>
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<th>Files</th>
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FRONT PAGES (please include pages that are to be blank)

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<tr>
<th>page</th>
<th>type of front matter (ie, Table of Contents, Board of Editors etc.)</th>
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ARTICLES - Page numbers to begin with page number

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BACK PAGES (please include pages that are to be blank)

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BACK COVERS

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Date __________________ Signed __________________

Editor, please see instructions on back of this form