

ORDER OF MATERIALS FOR CAMERA READY SERVICE

Journal Name (Volume/Issue): _____

Please check the appropriate box for each item submitted.

FRONT COVERS

	JCI will format	Camera Ready	
		Repro.	Files
Outside Front Cover			
Inside Front Cover			

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

page	type of front matter (ie, Table of Contents, Board of Editors etc.)			
i (first right hand page)				
ii (first left hand page)				
iii				
iv				
v				
vi				
vii				
viii				
ix				
x				

ARTICLES - Page numbers to begin with page number _____

Articles	Author Name	Complete	Pre-press by JCI Required
1			
2			
3			
4			
5			
6			
7			
8			
9			
0			

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

Page	Type of back page (ie, ads, announcements, etc.)	JCI will format	Camera Ready	
			Repro.	Files
i (Next odd page)				
ii (Next page)				
iii (Next page)				
iv (Next page)				
v (Next page)				
vi (Next page)				

BACK COVERS

Inside Back Cover				
Outside Back Cover				

Date _____ Signed _____
 Editor, please see instructions on back of this form

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.