Guidelines for Submission

Please read and follow these guidelines. Keep in mind that in order to publish the printed version of the Report, we must reformat and combine many documents submitted in a number of different styles into a single uniform document. That single document will not only serve as the source of the printed Report, but also the digital code that will be converted into *.HTML and *.pdf format for online publication. Our job can be made much easier if you:

1) Convert your paper to Microsoft Word format and test to make sure it opens with a compatible version of Microsoft Word without problems.

2) Limit the amount of formatting you impose on your document to a minimum. We will set the margins, breaks, page numbering, and align/justify graphics.

3) Make sure all electronic materials are PC compatible. We do not have access to a Mac.

4) Include an electronic version of ALL materials contained in your paper, especially the source files for any graphics in their native format.

 5) Include separate image files for all images you have pasted into your text document. Acceptable formats include *.jpg, *.bmp, *.tif. *.gif., *.eps, *.cpt, & *.psd; however, jpeg images (*.jpg) re-sampled to the actual intended size at 300 dpi are preferred and will reproduce best in the printed version of the Report.

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J. W. Scott, Ph.D.
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More on including source files:

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