

JCR Final Publication Procedures and Instructions

PLEASE READ CAREFULLY **Save This Document for Future Reference**

This is a summary document only. Please read and follow the specific instructions (provided elsewhere) for each item carefully. Many thanks for your cooperation.

- 1) The Author receives a final acceptance letter from the Editor.
- 2) Within one month of final acceptance (sooner if possible), the Author follows the instructions provided at <http://ejcr.org/accepted.htm>, then emails seven (7) final items: (1) the manuscript file in Word, (2) an identical manuscript file in PDF, (3) separate TIFF figure files, (4) the Author Packet form details (a list of the information requested) in Word (please include title at top of document), (5) a 500-1000 word plain language summary of the article for publicity purposes (please include title and author names at the top of the document), (6) any permissions required, and (7) a publication agreement for every author (the PA may be faxed to 1-866-396-6981).
- 3) **This stage of the process constitutes the last time any changes may be made by the author.** Therefore, it is imperative that the Author carefully check one last time all of the statistics, formulas, tables, figures, references and so forth for technical accuracy. The author is responsible for all fact checking. The Managing Editor will review your materials for completeness and may ask for more information at this stage.
- 4) The Managing Editor submits these final clean files to the University of Chicago Press (UCP).
- 5) In time the Author will receive an email message from UCP containing instructions for retrieving a PDF file that contains the final page proofs.
- 6) The Author proofreads the final PDF file carefully, corrects any printer errors (**nothing else may be changed**), and returns the proof pages with corrections by fax or email to UCP **within 72 hours** (required). If this deadline is not met, the paper will be moved to the next issue. Please adhere to the deadlines to avoid publication delays.

Keep in mind that communications related to any particular manuscript are made **only** with the designated corresponding author (there can be only one per manuscript). The corresponding author is expected to coordinate with co-authors as necessary.

Please be sure to read your email if you have an upcoming publication (contact our office if you will be away from email and unable to receive your proofs). Be sure to keep in touch if you are going on vacation. This is very important.

Thank you for your cooperation. Please contact the Editorial Office (jcr@bus.wisc.edu) if you have any questions.

Final Materials Required (again, this is a summary—please make sure you've followed the specific instructions):

- 1) Final Manuscript in Word
- 2) Final Manuscript in PDF
- 3) Separate TIFF Figure files
- 4) Author Packet form Information, including:
 - a. Author ID Information
 - b. Corresponding Author marked
 - c. Running Head
 - d. Keywords
 - e. Publicity Contacts
- 5) Permissions
- 6) 500-1000 Word Non-Technical Summary
- 7) Publication Agreements (emailed to jcr@bus.wisc.edu or faxed to 1-866-396-6981)