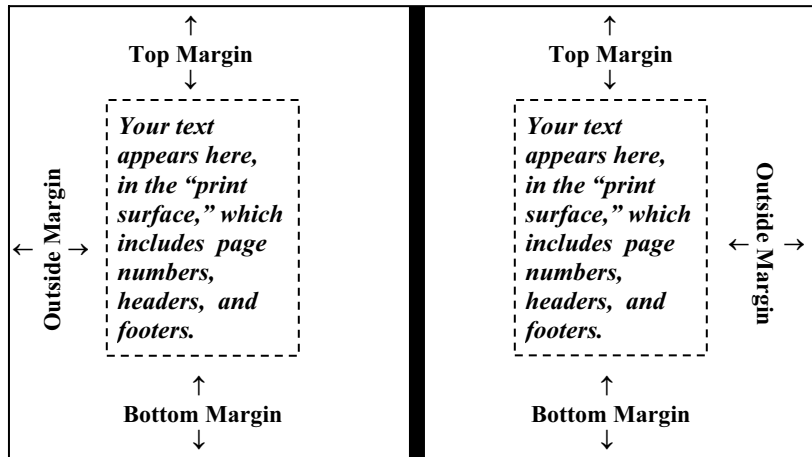


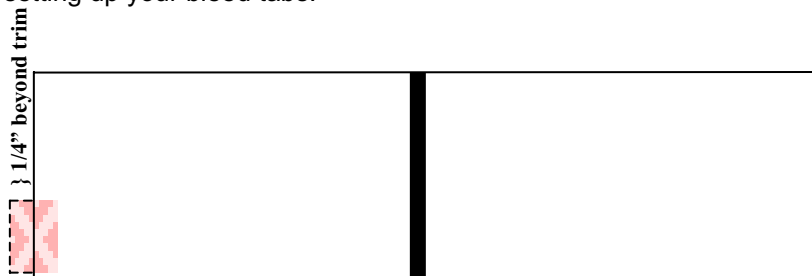
CAMERA-READY SUBMISSIONS

Please follow these guidelines when using a laser printer to submit camera-ready copy.

- **Use a laser printer.** Dot matrix or ink jet printers produce fuzzy or jagged letters, decreasing sharpness.
- **Use high quality, non-glossy laser-printer paper.** Printer manufacturers recommend the best paper for your printer.
- **Make sure the toner on your printer is full.** Low toner may cause faint type or uneven coverage.
- **Choose the appropriate dots per inch (dpi).** The resolution (or sharpness) of text is expressed as “dots per inch.” Most laser printers output at 300 dpi, others offer higher resolutions. The higher the dpi, the better the quality. When choosing a printer and settings its properties, follow these guidelines:
 - 300 dpi: type may appear jagged
 - 600 dpi: commercially acceptable results
 - 800 - 1200 dpi: good quality (close to imagesetter)
- **Convert graphics to lines per inch (lpi).** To professionally print shades of gray in graphics (photos, drawings), you must convert them to halftone dots. LPI measures how many lines of dots there are per inch. Follow these guidelines, to set the lpi values for your chosen text dpi.
 - 300 dpi: not acceptable for graphics
 - 600 dpi: set graphics at up to 65 lpi
 - 800-1200 dpi: set graphics at up to 80 lpi
- **Disable dithering or enhancement options if you can.** Although dithering and other options visually improve laser copies, they can be detrimental to professionally printing.
- **Insert blank pages where they will appear.** Label them “blank,” with non-reproducing blue pencil.
- **Indicate your desired margins.** Print crop marks, if room is available, outside of the trim. Margins must be no less than ¼ inch from the edge of the page.



- **Extend bleed tabs ¼ inch beyond the trim.** Printing that extends to the edge of the page after trimming is called a “bleed.” To ensure ink coverage to the bleed edge, we need ¼ inch of paper to trim away after printing. Call us before setting up your bleed tabs.



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