

LBJ Student Publishing Guide

Chapter 7. Reproducing Original Documents and Graphics

Using Faxes, Photocopies, and Preprinted Material

If you wish to include material in your Policy Research Project (PRP) report that has not been entered into your manuscript's computer file, you should follow the guidelines listed below. You may also wish to consult with the Office of Communications editor to determine acceptability.

- All material must be legible.
- Margins for these materials should be at least half an inch.
- For optimum printing results, any preprinted material obtained via fax during the early stages of your research will require clean original copy (camera-ready art). It is recommended that you request the camera-ready copy at the same time you request the fax (i.e., use the faxed information for immediate research purposes, but request the camera-ready copy so that it can be used for printing purposes later, when your manuscript is submitted to the PRP report series).
- When you receive the camera-ready art, copy it and keep it until you submit the second draft of your report (that is, use the copy on the first draft, which may be marked by the editor). When you submit your original camera-ready art to the Office of Communications, be sure and tag it so that the editor does not mark on it.
- If camera-ready art is not available (for instance, in the case of an original memo faxed to you), then make sure that the copies you submit are clean (as free as possible of all electronic "dirt" and other glitches that sometimes appear on faxed copies and photocopies).
- Due to expense and other technical difficulties, the inside text of PRP reports is printed in black ink only. Using color is discouraged. If you feel you must use color, you must consult with your PRP director; you may also wish to consult with the Office of Communications editor.
- If possible, avoid using preprinted items such as photographs because these are "screened" before printing; that is, they are converted into dots for printing purposes. Printing screened photographs may cause a moiré, or ripple effect.

- Always provide a source for all materials, and if material is copyrighted, obtain written permission to use from the copyright holder. The permission letters should be submitted to the Office of Communications along with the final manuscript.
- Headers and source notes should be formatted according to the PRP style used in the rest of the book.
- Information can be printed on a page as a “portrait” (headers appear near the top of a vertical page) or as a “landscape” (headers appear on one side of a horizontal page). For landscaped materials, the LBJ School’s preferred style is to place heads by the **left** margin).
- Page numbers should be centered in the lower margin of a vertical page. In WORD, page numbers will “float” to the side margins of landscaped pages; for this reason, pages should be composed and printed portrait-style whenever possible.
- You must number all pages in your report to prevent loss and maintain order during the editing process. On the first draft, page numbers that cannot be generated automatically by the computer may be handwritten. Also on the first draft, it is acceptable to submit the body of your text/figure/table on a separate sheet from the header and footers; however, you should label all parts carefully to avoid confusion. When you submit the second and final drafts, all parts (header, body, footers, and page number) must be merged on one page. Be sure that you check your entire manuscript carefully before numbering pages to avoid pagination errors.

HINT: If you wish, you may visit the main branch of University Duplicating Services to discuss the possibility of using their digital scanning services. (This service unit is located in the School of Social Work building, at the corner of East 20th and San Jacinto. The telephone number is 471-1615; ask to speak to a duplicating equipment operator or copy services supervisor.) There is a charge for these services, so you will need a valid account number, which you will have to obtain from your PRP director. High-resolution digital scanning preserves the quality of your material better than photocopying. Also, University Duplicating Services can clean up, delete material, and reduce or enlarge your source documents if needed. If you wish, University Duplicating Services staff can maintain an electronic file for you after they give you the first print-out, in case you need further modifications. In that way, when you have received the edited draft from the Office of Communications and you know the page numbers that will be needed, University Duplicating Services can retrieve your pages and add the proper page numbers. After you get the final print-out of these pages, you can then insert them into the proper place in the manuscript. **This must be done as a last step, when you are sure that the manuscript has been completely approved and that the pagination will not change.**

