

## Author Guidelines for Submitting CRP Reports

- **Keep the formatting SIMPLE.** To this end, provide a basic, single-column, **MS Word** document and don't use quote boxes, icons, elaborate headers and footers, color, shading, pull quotes, and so forth. CRP contracts out to typesetters who format reports per specifications appropriate for technical publications. Undoing an author's special formatting so that our typesetters can use the files is extra work. Save yourself, us, and our typesetters the extra work, and keep it simple.
- **Provide at least two hard copies with electronic files.**
- **Submit electronic files on CD-ROM, not by email.**
- **Do not submit PDF files.** PDF files are not conducive to editing that may require changes in how text flows from one page to another.
- **Make sure that electronic files and hard copy match exactly.**
- **Provide appendix material as separate electronic files.**
- **For large documents, separate chapters into separate electronic files.**
- **Place artwork appropriately in text *and* provide artwork electronically in a separate file or files (e.g., TIFF, JPG).** If the report is published as a Web-Only Document, the file with imbedded artwork will be used; however, if the report is published by offset printing, the typesetters will need separate artwork files.
- **Call out the artwork in the text (for example, "See Figure 1") to indicate the position of the artwork.**
- **Make sure that figure legends and table titles convey information about the art.**
- **Provide the highest possible resolution of art.** Art typically looks better on a computer screen than in print, so something can look fine on a screen and look bad in print. Photos should be at least 300 dpi, and scanned line drawings or tables should be at least 1,200 dpi.
- **Make sure that art does not depend on color to convey meaning**—we print in black and white.
- **Check every reference call-out in the text to ensure that the publication year and the spelling of the author's name match those of the reference list in the end.** This step will save us all considerable time in the production cycle because we find many inconsistencies that require the author to verify references under tight production deadlines.
- **Don't footnote text.** If material doesn't make sense in the body of your text, it probably doesn't belong in the report.
- **Remember that authors are responsible for obtaining any necessary permissions for use of copyrighted material.** You must get permission from the original publisher to reprint any table, photo, or other artwork or to excerpt large portions of text. Practically all commercial journals are copyrighted in their entirety, as are most association journals, all commercial books, many association books and manuals, many special reports, and all newspapers.

If you have any questions, contact your project's Senior Program Officer or contact the CRP editors by emailing [crpeditors@nas.edu](mailto:crpeditors@nas.edu). We'll be happy to give you guidance.