

Manuscript Submission Reminders

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When you are ready to submit your manuscript for processing and during publishing, there are a few important things to remember:

Charts/Graphs/Photos

Please submit all components of your manuscript as separate electronic files: Word file, individual high-resolution photos, and all Excel files that contain your charts and graphs. If you have individual photos that are grouped into a single figure, please send an example of how the figure should look, either in the Word file or in a separate image. However, we still need high-resolution versions of all image files, so please submit those separately.

Photos and Social Media

Since we are now promoting our publications on Facebook and Twitter, adding an interesting photo not only enhances the content of your publica-

tion, it will also attract the attention of our social media fans/followers. We recommend that you submit at least one photo with your publication.

Publication Approval Form

Don't forget to submit the signed "Request for Approval of Manuscript" form along with your manuscript. This shows us that the manuscript has gone through the appropriate review process and that it is ready for editing and typesetting.

Track Changes

When you receive your edited manuscript, all comments, edits, and other changes will be marked in the document with the Track Changes feature. To make the publication process easier, it is best to accept all changes except those you feel still need to be addressed or do not agree with. There are two easy ways to accept changes:

You can accept (or reject) changes as you review the edited document using the tools in the "Review" toolbar. Or, you can review the document and, if you agree with all changes, you can click "Accept All Changes in Document" under the "Accept" button in the "Review" toolbar.

Publishing Tips Webpage

When you are ready to develop an AES/CES numbered publication or design a printed piece, remember to visit our Publishing Tips webpage for practical advice before you begin. Also feel free to give us a call if you have questions. <http://aces.nmsu.edu/pubs/guidelines/publishing-tip-of-the-mo.html>

