



Publisher Guidelines

August 2011 (version 1.4)

Final PDFs

Project MUSE requires that publishers submit a complete set of final PDFs 2-4 weeks in advance of the print mail date. These PDFs must adhere to the [PDF Submission Guidelines](#) and will be converted to XML.

Images will be extracted from the PDFs and used in the rendered HTML version. PDFs that conform to the [PDF Submission Guidelines](#) will likely contain images of a quality sufficient to display online. Publishers may submit color images separately if they are available for an issue that normally prints grayscale images, but are not included in the PDF. Images submitted separately must be named in a way that easily associates the image with its parent PDF.

Please consider using UTF-8 characters when setting print files. Using combined characters can result in xml conversion errors.

Please do not subset fonts. Subsetting fonts can result in xml conversion errors.

Please be sure to include the complete issue, including a color PDF of the cover, all front matter and all back matter. It is important for us to have all front matter so that we can post the covers on MUSE, check the article files against the table of contents, and verify the issue designation and copyright information.

If blue line changes are made after final materials have been submitted to MUSE, corrected PDFs must be resubmitted. Please resubmit the complete PDF for the article, not just the corrected page(s). The system requires that a comment accompany resubmitted articles. Please make this comment as explicit as possible about what was changed. MUSE Production Coordinators will need to know specifically what changes have been made.

Supplemental material

Supplemental materials can be added to the online articles. Please contact MUSE if the article needs to point to a URL on the MUSE server. MUSE needs to provide/verify that information.

Supplemental materials could be Excel spreadsheets, Word documents, PDF files, audio files, video files, etc. Audio files should be supplied as .mp3 files. Video files should be supplied as .mp4 files.

While MUSE does not set a file size limit, size will affect how easily users can access the media. MUSE has no control over user connection speeds.

Supplemental material must be named similar to the PDF article so that MUSE can easily identify what files go with what articles. For example, for an article PDF named 23.1smith.pdf, supplementary material must be named in similar fashion:

File Naming: Any supplemental files that are related to the article must be named accordingly. By adding `_audio`, `_video`, `_fig` or `_supp01` (for all other formats, ie: .doc, .xls, .pdf). This will allow for easy association of files.

01_25.1smith.pdf	02_25.1jones.pdf	02_25.1brown.pdf
01_25.1smith_video01.mp4	02_25.1jones_audio01.mp3	02_25.1brown_supp01.pdf
01_25.1smith_video02.mp4	02_25.1jones_audio02.mp3	02_25.1brown_supp02.xls

File Submission

Issues enter the MUSE production process via the Publisher Uploader. All files must be submitted to MUSE through this web interface. All publishers will be given a login and password. The publisher account will grant access to all of that publisher's MUSE titles. Publishers may request additional accounts for journal compositors. If necessary, a publisher may restrict a compositor's access to specific titles. Please provide the user's name, email address, and to which titles they should have access. Please be aware that requests for additional accounts may take a full business day to fulfill.

Technical Requirements

Operating System

The Project MUSE Publisher Uploader is not platform specific.

Browser

Any up-to-date web browser may be used. MUSE suggests using Mozilla Firefox with the optional [dragdropupload](#) add-on. This add-on is only available with Firefox and allows dragging multiple files from explorer/Finder windows into the upload interface form fields making browsing and uploading much easier. To download Firefox for ANY platform, please visit <http://www.mozilla.com/en-US/firefox/>.

Uploading Files to MUSE

1. Log in. <http://pilot.muse.jhu.edu>
2. Select a journal from the list of titles.
3. Assign files to an issue.
 - The user can either select from the pull-down menu of previously defined issues, or enter values in **Volume Number** and **Issue Number**.

The screenshot shows a web interface titled "Upload Publisher Files" for the journal "American Imago". At the top left, there is a link "List Journals". Below it are two buttons: "Upload Files" and "Clear Files". The interface is divided into two columns. The left column has an "Issue" dropdown menu, followed by "OR", and then three input fields: "Volume Number", "Issue Number", and "Mail Date (MM/DD/YYYY)". The right column has a "Type" dropdown menu and a large "Comment" text area. Below these fields is a "Files" section with a "REMINDERS" list containing three items: "1. Include all frontmatter materials", "2. Include color pdf of the cover", and "3. Mail Date is required information to complete upload. Please use best guess." Below the reminders is a text prompt: "Upload file as a zipped folder below or [Click \[+\] to upload more than one file.](#)" This is followed by a file input field with a "Browse..." button. At the bottom, there are two more buttons: "Upload Files" and "Clear Files".

Figure 1. Main Uploading Interface

4. Enter the expected mail date.
 - This date is used to schedule the conversion of files to XML. If the exact date is not known at the time of upload, please provide the best estimate. Please ensure that those composers that upload files know the mail date.
5. Add a comment.

- The user may add any comment about the issue. Any upload made after the initial Final materials upload will require a comment detailing the file revisions.

6. Submit only final pdf files.
7. Select files for upload.
 - Articles will only be accepted in PDF format.
 - Color images and other associated files may be uploaded along with the PDF articles.
 - Files can be submitted in either a single archive file (usually .zip), or as individual files. Please refer to your operating system manual for instructions on how to create a .zip archive.
8. View the summary report:

Upload Publisher Files

[List Journals](#) | [This Journal](#)

Upload Complete

03/13/2008

Title: American Imago
Volume: 64
Issue: 2
Mail Date: 10/15/2008
Type: Final

File Summary:

01_64.2fm_i-x.pdf	4.5 MB
02_64.2alexeyeff.pdf	183.7 KB
03_64.2angleviel.pdf	72.7 KB
04_64.2contributors.pdf	71.3 KB

4 files uploaded

Figure 2. Upload Summary Report

9. Please log out of the system.

All uploads are logged in the MUSE system and monitored by the MUSE production coordinators.

Help

To create a new user account:

- Please email conversion@muse.jhu.edu

If a journal is not listed under the user account:

- Please email conversion@muse.jhu.edu

Change an email address:

- Please email conversion@muse.jhu.edu, AND your MUSE production contact:
Christine O'Shea (cmo@press.jhu.edu); Derek Young (day@press.jhu.edu);
Jonathan Simpson (jes@press.jhu.edu)

Change a password:

- If you can log in:
Please click Change Password at the top of the interface.

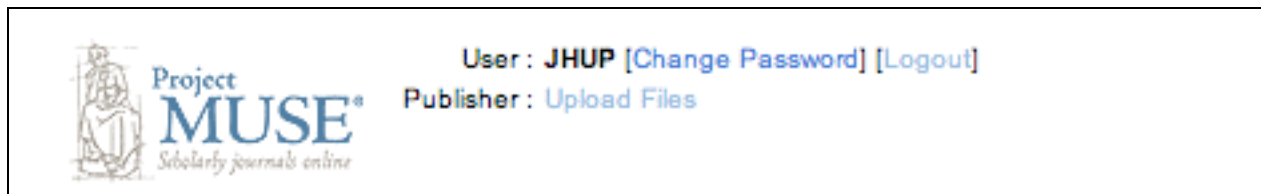


Figure 3. Change Password

If you have forgotten your password:

- Please email conversion@muse.jhu.edu



PDF Submission Guidelines

August 2011 (version 1.4)

Source File Submission

Each article/review must be submitted in separate PDF files and include distinct page labeling. Please be sure to include all frontmatter, backmatter and covers with your file submission for each issue. Please provide color PDFs when possible.

* **All PDFs must be of the type PDF Normal.** Project MUSE cannot accept PDFs created from images. Files that are created from images have the potential for problems when converting to XML. MUSE will assume that any underlying text behind an image-based PDF may contain OCR type errors, and will lack font information and lack formatting such as bold and italic information.

File naming

Each article should be named in numeric order, using the volume number, issue number, and author's last name where possible. For example:

00_25.1cover.pdf	double issue:	00_25.1-2cover.pdf
00_25.1fm.pdf		00_25.1-2fm.pdf
01_25.1smith.pdf		...
02_25.1jones.pdf		
...		
23_25.1books_received.pdf		
24_25.1bm.pdf		

For review sections, each review must be submitted as a single file as well. Text from preceeding and following reviews will likely result from the pdf being split. That is acceptable. This can be done after the PDF has been created.

in Acrobat > Document > Delete Pages

PDF Compatibility

To ensure backward compatibility use the setting no higher than that of Acrobat 7.0 (PDF 1.6) to create PDF documents suitable for reliable online viewing and printing. These PDF documents can be opened with Acrobat and Reader 7.0 and later. Please do not use a setting lower than Acrobat 5 (PDF 1.4).

Image & Graphics Resolution

Images within an article that are not properly embedded, or render less than our minimum resolution requirements, may not be posted on MUSE. All tables, charts and graphs must render well on screen and when printed. FPOs are not permitted.

Password Protection/File Encryption

Submit files free of password protection and any security features applied in Acrobat.

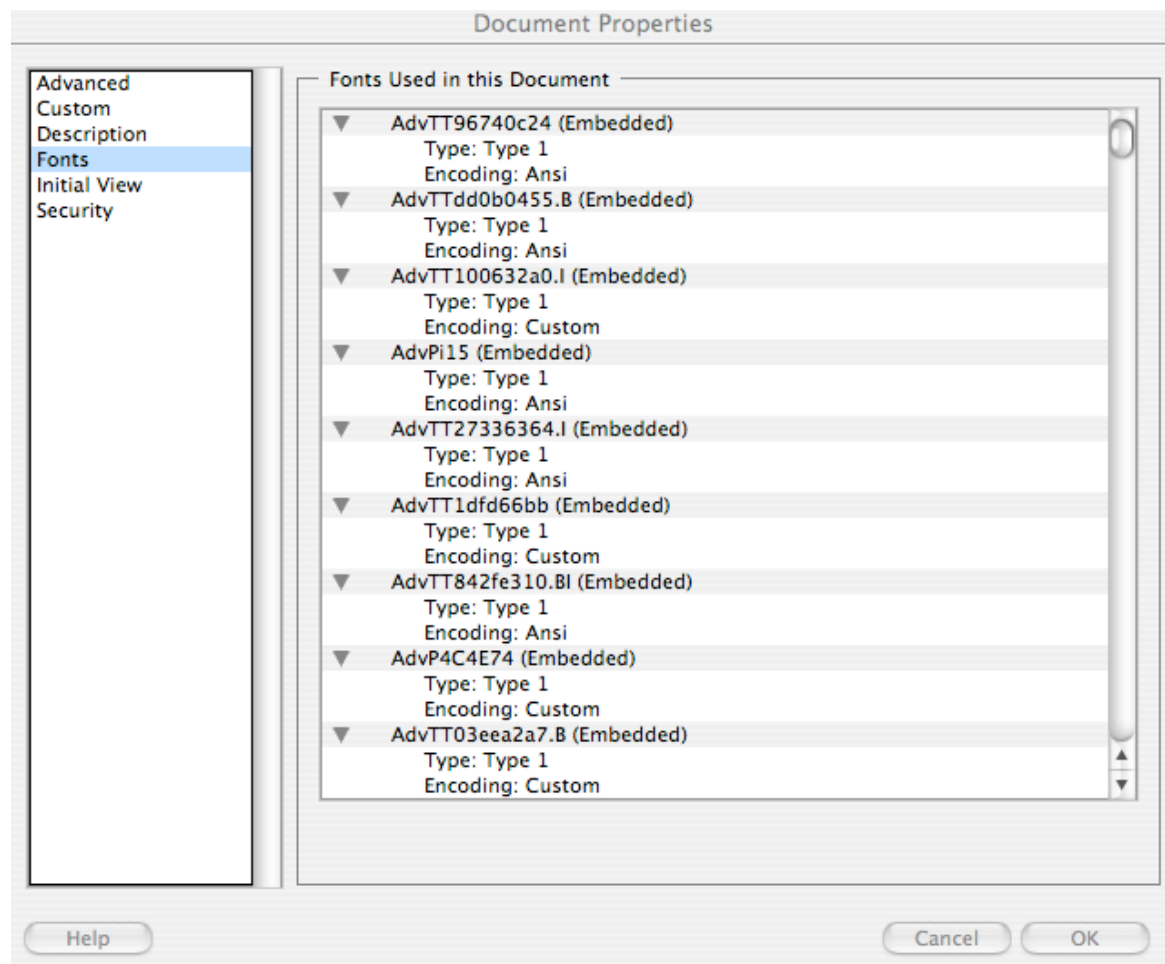
Fonts/Text

All fonts must be fully embedded. Embedding prevents font substitution when readers print or view pdf files. This will maintain proper character encodings for the conversion process. **Please DO NOT subset fonts.** Subsetting fonts can result in xml conversion errors.

MUSE acknowledges that some fonts cannot be fully embedded, although using these fonts may cause an article or issue to take longer to convert.

Please consider using UTF-8 characters when setting your print files. Using combined characters can result in xml conversion errors.

TIP: Once the pdfs are created, check to see that they are embedded properly by opening the PDF. Select File – Document Properties - Fonts. A list of fonts will display. They should say (Embedded) instead of (Embedded Subset)



Page Display

PDFs must be created with consistent page display settings:

Show: Page Only
Page Layout: Default
Magnification: Default

The following elements can be done in Acrobat, after the PDF is created.

Pagination

Project MUSE requires unique page labels for each page of every file. The page label should match the page number for each page in the article. Label blank pages and pages without a page number with the page number that would have gone on the page. Be sure to label specialty sections with a unique page label scheme so that the section does not interrupt the pagination in the following section.

in Acrobat > Pages > Options > Number Pages

Cropped Pages

PDFs should be cropped and free of registration and printer marks. Pages must be uniformly cropped throughout the article to eliminate as much “dead space” outside the live area as possible, therefore maximizing the live area display. Please maintain the journal’s print size margins.

in Acrobat > Document > Crop Pages

Omitted Content

Include disclaimers for omitted images. Please remove the image and insert the following text: “The copyright holder has denied the Publisher permission to post this image online.” An Acrobat stamp will be provided by MUSE.

in Acrobat > Tools > Commenting > Stamp

Please remember to alert Project MUSE of permissions problems, whether it be for an article that we cannot post or for an image.

Recommended Distiller Settings:

The PDFs created for print production will most likely fall within the following guidelines. Below, are the minimum suggested requirements for file submission to MUSE.

The main settings are for images: to downsample to 300 DPI, but only use ZIP and CCITT Group 4 compression; for fonts: to embed all fonts but **not to subset the fonts**; and for color: to convert all colors to RGB. Screenshots of settings follow:

General:

The screenshot shows the 'Adobe PDF Settings: Standard' dialog box with the 'General' tab selected. The 'Description' field contains text about creating reliable PDF documents. The 'File Options' section includes dropdown menus for Compatibility (Acrobat 5.0 (PDF 1.4)), Object-Level Compression (Tags Only), Auto-Rotate Pages (Collectively By File), and Binding (Left). The Resolution is set to 600 dots per inch. Radio buttons are selected for 'All Pages' and 'Optimize For Fast Web View'. The 'Default Page Size' section shows Units set to Points, Width at 612.0000, and Height at 792.0000. Buttons for 'Save As...', 'Help', 'Cancel', and 'OK' are at the bottom.

Adobe PDF Settings: Standard

General Images Fonts Color Advanced Standards

Description

Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.

File Options

Compatibility: Acrobat 5.0 (PDF 1.4)

Object-Level Compression: Tags Only

Auto-Rotate Pages: Collectively By File

Binding: Left

Resolution: 600 dots per inch

All Pages

Pages From: To:

Embed Thumbnails

Optimize For Fast Web View

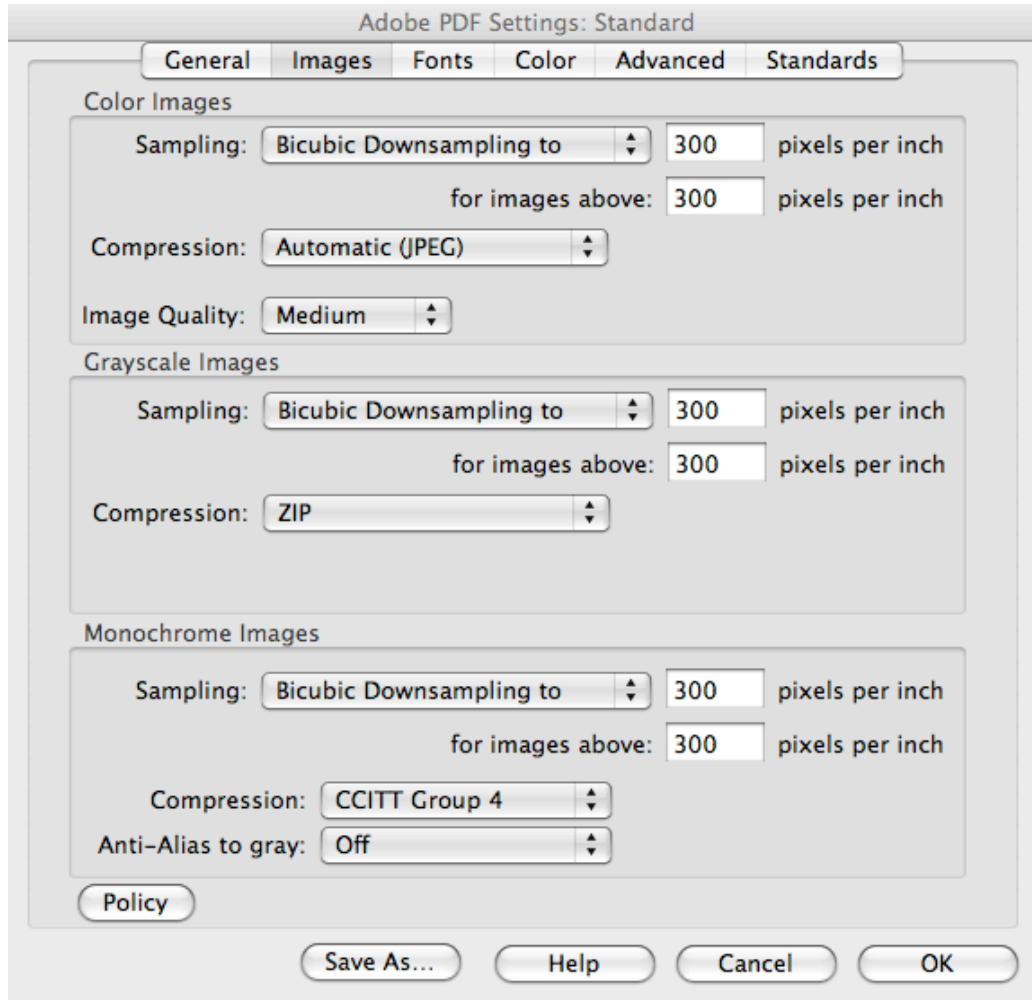
Default Page Size

Units: Points

Width: 612.0000 Height: 792.0000

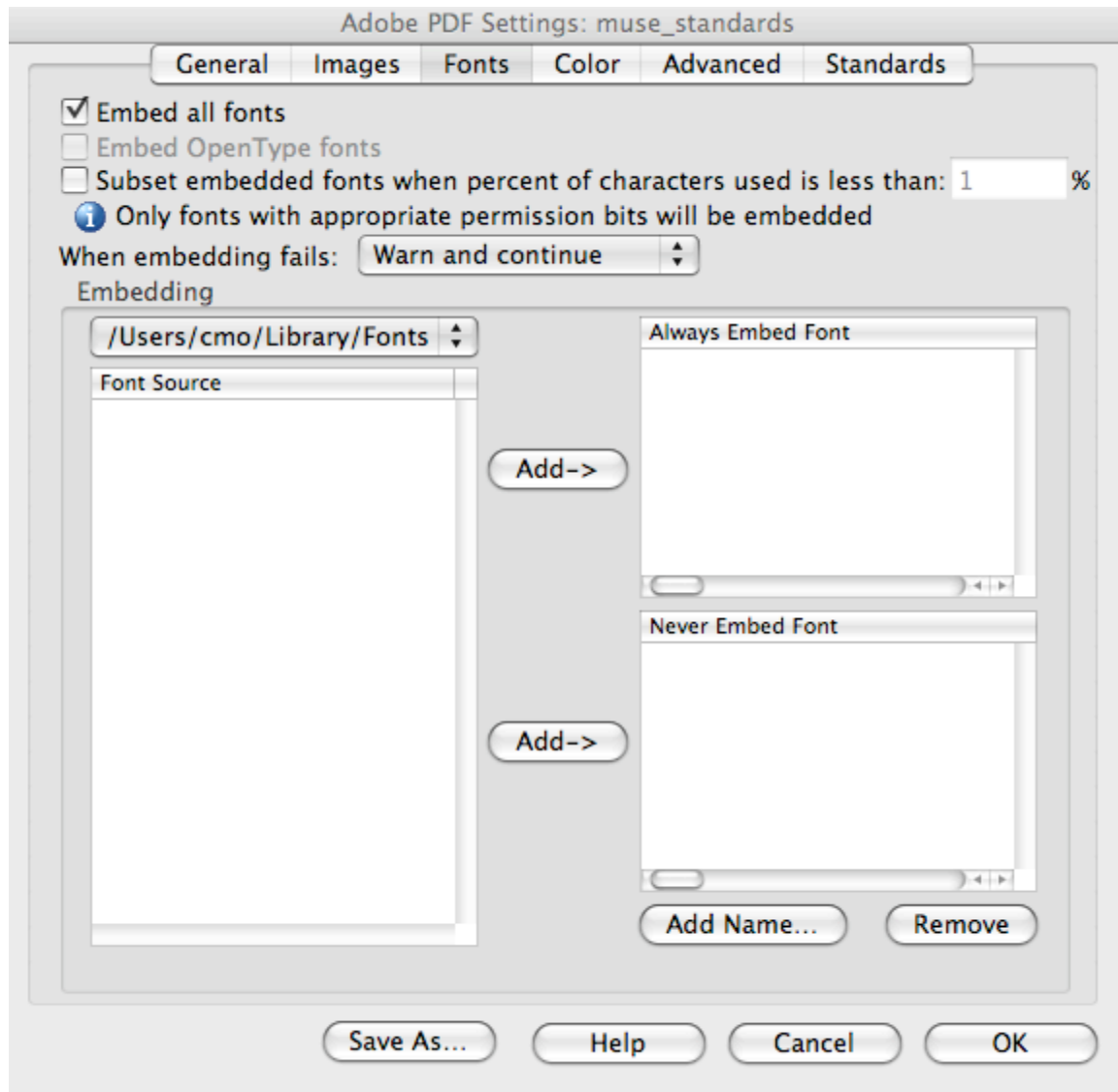
Save As... Help Cancel OK

Images:



Fonts: (do not subset)

Make sure that "Subset embedded fonts when..." is unchecked and/or percent of characters used is set to 0% (1% if it won't hold 0%).



Color:

Adobe PDF Settings: muse_standards

General Images Fonts **Color** Advanced Standards

Adobe Color Settings

Settings File:

Color Management Policies

Document Rendering Intent:

Working Spaces

Gray:

RGB:

CMYK:

Preserve CMYK values for calibrated CMYK color spaces

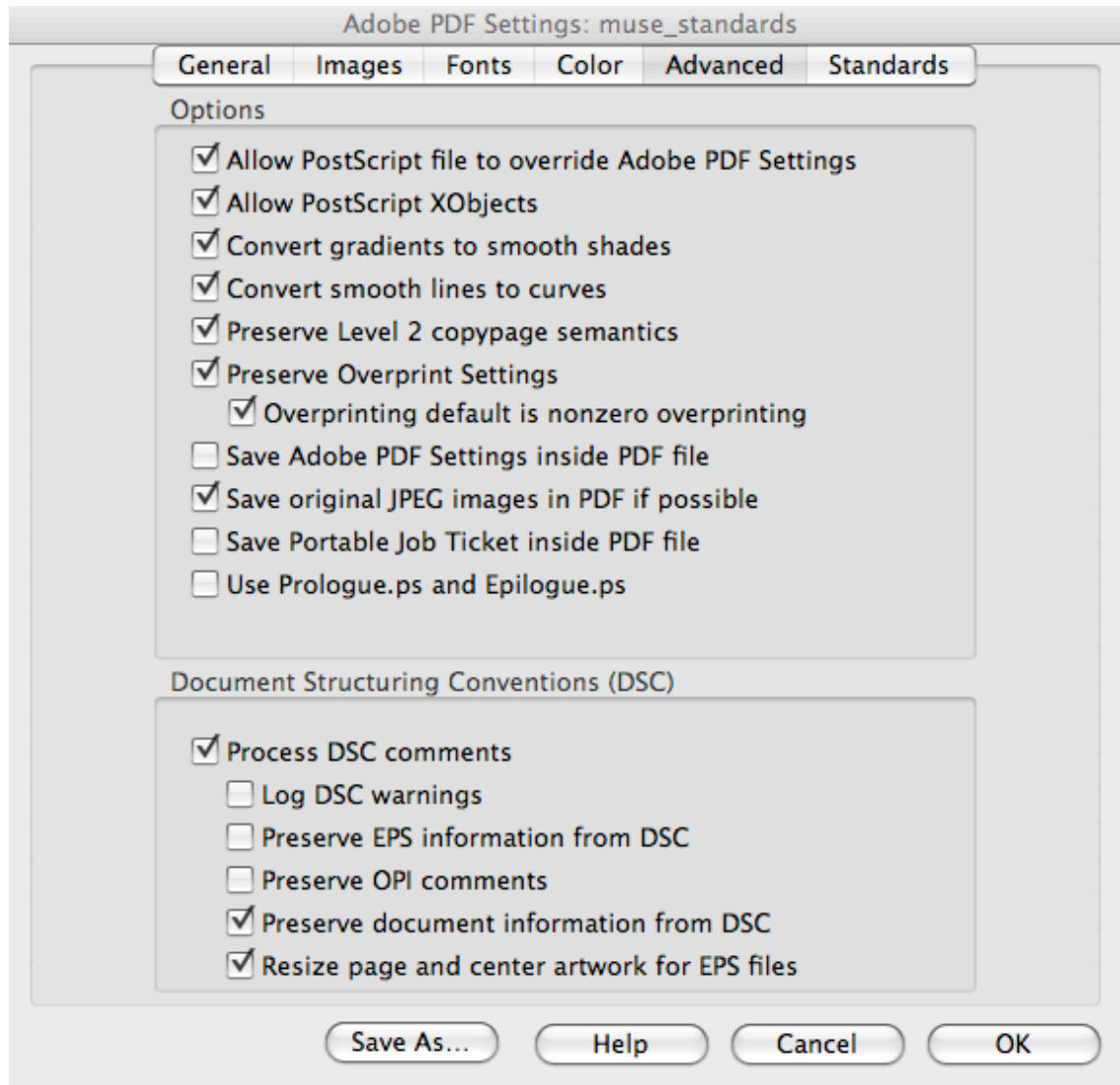
Device-Dependent Data

Preserve Under Color Removal and Black Generation

When transfer functions are found:

Preserve Halftone Information

Advanced:



Standards:

Adobe PDF Settings: muse_standards

General Images Fonts Color Advanced Standards

Standard Reporting and Compliance

Compliance Standard:

When not compliant:

If Neither TrimBox nor ArtBox are Specified

Report as error
 Set TrimBox to MediaBox with offsets (Points):

Left: Right: Top: Bottom:

If BleedBox is Not Specified

Set BleedBox To MediaBox
 Set BleedBox To TrimBox with offsets (Points):

Left: Right: Top: Bottom:

Default Values if Not Specified in the Document

Output Intent Profile Name: ?

Output Condition Identifier: ?

Output Condition: ?

Registry Name(URL): ?

Trapped: ?

Save As... Help Cancel OK