

Production Checklist

Rocky Mountain Research Station

Manuscript Package Check:

- Manuscript Approval Certification sheet enclosed
- required signatures
- management code _____
- # copies to be printed _____
- editor's signature

Production Proofs (page composition):

- firsting & lasting
- column balance
- widows/orphans
- figure placement
- headings
- captions
- footers
- contents pg. #'s
- citation
- publication #
- multiple of 4
- loose lines
- end-of-line breaks
- running heads

Printer Proofs:

- trim
- margins
- page sequence
- dirt
- image orientations
- fonts
- color match
- trapping

Printed Copies:

- trim
- cut
- margins
- page sequence
- binding
- ink density
- aa's & pe's

Preflight:

- fonts
- links
- color management

Forms:

- GPO 952
- SF-1 or Print Order (2511)
- distribution

Budget:

- IPAC (date) _____
- NFC (date) _____

PDFs:

- to Ogden for web posting
- to author
- to Distribution

GPO:

- received bid estimate
- notified contractor
- notified author