HOPKINS PRESS
JOURNALS
EDITOR HANDBOOK

Johns Hopkins
UNIVERSITY PRESS

Last revised 7-11-2022

Contents

Welcome to Hopkins Press Journals

As a journal editor, we appreciate your critical role in the curation and global dissemination of knowledge and truth. Hopkins Press Journals offers a full range of publishing, production, marketing, and fulfillment services that enable you to concentrate on what you do best: acquire and develop peer-reviewed content.

This guide details our many offerings to enhance the impact and dissemination of your journal within the scholarly community:

- Editorial and operations support customized to your needs for content management, publication ethics, licensing and open access, data/analytics, and financial reporting.
- Personalized production assistance to take a journal issue from manuscript to reader.
- Typesetting and design services that enhance a journal's brand.
- Subscription fulfillment and warehousing.
- Electronic publishing by an innovative team of electronic publishing experts.
- Marketing solutions that enhance reputation and increase circulation.
- A friendly and knowledgeable Customer Service Department trained to assist your subscribers and members.

Welcome to Hopkins Press Journals. We look forward to working with you.

Bill Breichner
Journals Publisher
Johns Hopkins University Press
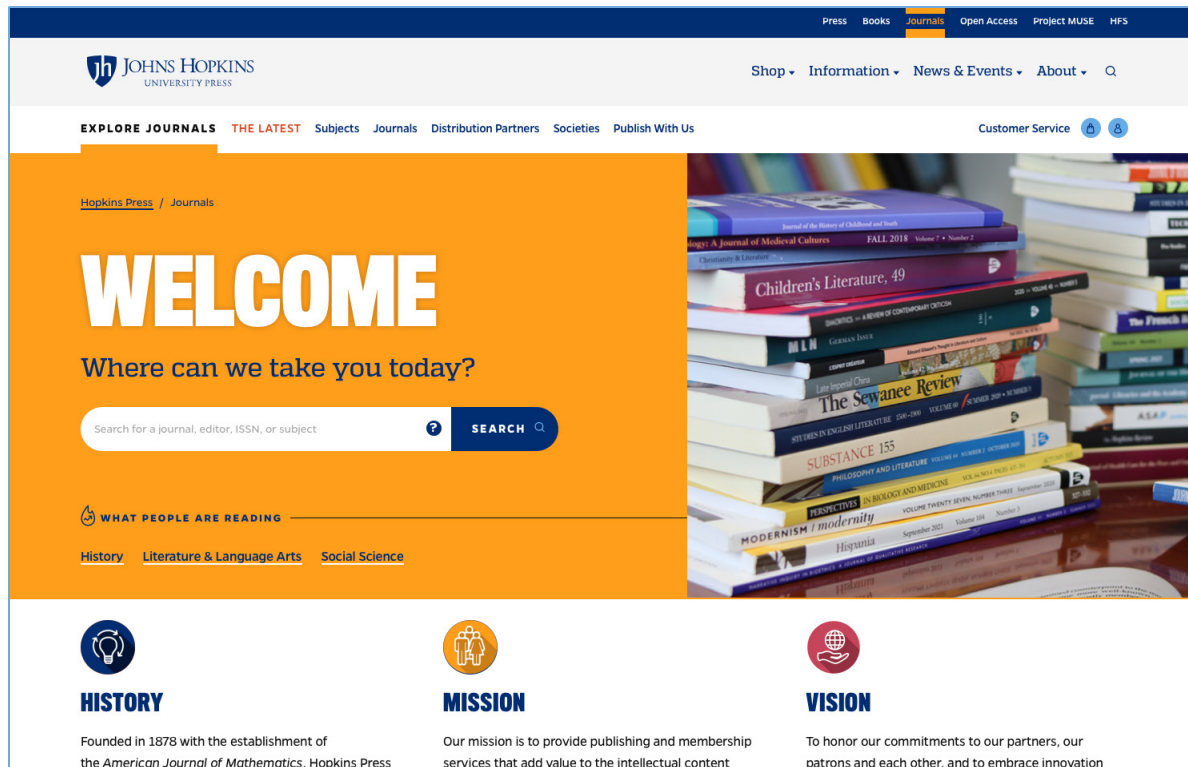
Vision & Mission

The Hopkins Press Journals mission is to provide publishing and membership services that add value to the intellectual content created by scholars in a variety of disciplines and to support the associations that play a critical role in advancing academic discourse. Read more about the *Journals Division vision and mission* and the larger *Hopkins Press vision, mission, and values*.

Hopkins Press Website

Get to know the *Hopkins Press website* for a wealth of information on our *Journals*, *Books*, and *Project MUSE*. The site features the *100+ scholarly journals* we publish, their editorial board lists and author guidelines, *subscription options*, *author resources*, *editor resources*, Hopkins Press *news* and *podcasts*, and more.

Publisher's Office

Who We Are: Publisher's Office Team

William M. Breichner, Journals Publisher
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Matt Brook, Fulfillment Systems Project Manager
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Shannon T. Fortner, Journals Operations Manager
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Solomon Mbah, Fulfillment Systems Administrator
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What We Do

The Publisher oversees all publishing services, including production, marketing, and fulfillment/distribution, provided by Hopkins Press to the various journals and associations we serve. Publisher William Breichner is available for consultation on journal contract and financial considerations as well as publication ethics and best practices.

Code of Conduct

Hopkins Press is committed to upholding equity, justice, and inclusion as central to its mission. We have adopted the concept of honoring each person's dignity as the foundation for our workplace culture that emphasizes learning, caring, purpose, and safety. Through this common code of conduct that applies to our staff, board members, authors, reviewers, editors, client societies, service providers, and other partners, we strive to integrate honesty, equity, and ethics into our publishing and business practices. *Read the Hopkins Press Code of Conduct*.

Publication Ethics & Malpractice

Hopkins Press Journals is committed to publishing and widely disseminating high-quality content. It is critical that the editorial operations of all Hopkins journals be governed by rigorous ethical standards that are both transparent and fair. We recognize that the scholarly publishing ecosystem is complex and includes editors, authors, reviewers, and publishers. Our expectation is that all involved have a shared understanding and acceptance of the Hopkins Press *statement of publication ethics and malpractice*. Our policies are closely aligned with COPE's (Committee on Publication Ethics) Core Practices document, which can be accessed at *COPE Core Practices*.

Online Manuscript Submissions & Tracking

For editorial offices interested in web-based peer review, Hopkins Press has an agreement with Clarivate *ScholarOne Manuscripts*. Contact Publisher William Breichner at *wbreich1@jh.edu* for more information.

Submission Fees, APCs & Open Access

Hopkins Press does not require an article submission fee or article processing charge (APC) to be considered for publication in any of the 100+ journals we publish. Any website that purports to be affiliated with a Hopkins Press journal and that requires payment of an article submission fee is fraudulent and should be reported to Publisher William Breichner at *wbreich1@jh.edu*.

Authors/funders of accepted and published articles in any Hopkins Press journal have the option to pay a US$3,000 APC to publish the article gold open access (OA), which ensures the article will be freely available in perpetuity at Project MUSE. We also offer cost-free green OA, which allows an author to deposit their accepted manuscript (rather than the final published article) in their noncommercial institutional repository. There is no embargo period for this deposit, which may be made upon acceptance of an article and receipt of the signed publishing agreement. Contact Operations Manager Shannon Fortner at *sfortner@jhu.edu* for more information.

Occasionally an article is ungated, or made freely available on Project MUSE, for a limited promotional period. Please see *Temporary Digital Access* in the Marketing section.

Rights & Permissions

We recommend the following resources for author questions about fair use, public domain, and copyright of material used in their journal manuscript:

- *Copyright.gov* and *Copyright.gov FAQs*
- *U.S. Copyright Office Fair Use Index*
- *University of Texas Libraries Copyright Crash Course*

When authors have questions about using or reprinting their Hopkins Press Journals content, please refer them to the Rights of the Author specified in their publishing agreement, and to the Hopkins Press *Permissions Department* if they have further questions.

We also have some helpful information in our *Author FAQs*.

Data & Analytics

Data help you understand the results of your efforts and can influence editorial direction. Hopkins Press Journals can provide the following data to journal editors:

- MUSE usage and volume mailing statistics (contact Operations Manager Shannon Fortner at *sfortner@jhu.edu*)
- Altmetric data and marketing campaign summaries (see *Media & Social Media Metrics*)

Additionally, a journal's financial accounting is issued in the form of a volume statement to the journal owner, per the terms of the publishing contract. Contact Publisher William Breichner at *wbreich1@jh.edu* with questions.

Production

Who We Are: Production Team

Carol Hamblen, Journals Production Manager
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Wendy Early, Production Coordinator
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Holly Haynes, Desktop Publishing Specialist
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A. Maria Kummerfeldt, Production Coordinator
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Joseph Martin, Production Coordinator
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Mary Muhler, Production Coordinator
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Kathryn Orr, Desktop Publishing Specialist
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What We Do

The Hopkins Press Journals Production Department is your partner in ensuring that issues are produced in adherence to the highest professional standards and economically. We strive to suit your journal's needs in a cost-efficient and flexible way through a variety of services:

- Web-based peer review via Hopkins Press agreement with Clarivate *ScholarOne Manuscripts* (contact Publisher William Breichner at *wbreich1@jh.edu* for more information about this option)
- Copyediting to various stylebooks
- Cover and interior design
- Typesetting or page layout
- Proof distribution and coordination of corrections
- Printing (offset, digital, print on demand)
- Estimates for special costs (e.g., color inserts, supplements)
- Obtaining USPS permits and preparation of USPS annual statements
- Mailing services, including air freight to subscribers outside the USA
- Warehousing, shipping back issues, and bulk shipments
- Article reprints

All journals published by Hopkins Press are assigned an individual production coordinator to shepherd each issue through the publishing process. Your journal's production coordinator is your main point of contact for most questions about producing the journal, from permissions to schedules, typesetting, and printing.

Workflow & Scheduling

While the workflow for every journal may vary slightly, there are standard production steps and turnaround times to plan for. From the moment copyedited manuscripts are turned over to your production coordinator, you can expect the following:

- Manuscripts turned over to typesetting (within 2 days)
- 1st page proofs to production coordinator (within 2 weeks)
- 1st page proofs to editors/authors (within 2 days)
- 1st page corrections to production coordinator from editors/authors (within 2 weeks)
- 2nd page proofs incorporating requested changes/corrections to production coordinator (within 1 week)
- 2nd page proofs to editors (within 2 days)
- Final corrections to production coordinator from editors (within 1 week)
- Final corrections made and issue sent to printer (within 1 week)
- The printing process, preflight to mailing (roughly 12 business days)

Ideally, this entire production process takes around 2½ months. Note that if the submitted manuscripts need to be copyedited, that adds a minimum of 1 month to the process, depending on the length and complexity of the issue.

In many cases, these stages do not take as long as outlined, but they are a good guide for busy times. Your production coordinator will try to accommodate special circumstances that require quicker turnarounds—please give as much notice as possible in these cases. The printing process is the only stage where time can never be trimmed.

Manuscript & Art Preparation

Properly prepared manuscripts and art files facilitate the production process. Refer to our *Manuscript & Art Preparation Guidelines* and *Art Log* for guidance.

ORCID

ORCID (Open Research and Contributor ID) is a nonprofit organization that assigns unique identifiers to academic researchers, ensuring that your work is recognized and credited to you even though you may publish under different variations of your name, change your name, or just have a common name (e.g., John Smith). The ORCID iD is free, unique, and persistent. Hopkins Press can accommodate ORCID iDs included in manuscripts that are submitted for production, but we will not insert ORCID iDs post-publication.

Abstracts & Keyword Information

Hopkins Press requires the use of abstracts and keywords for all articles in our journals unless it's a creative work. Editors may choose whether to include abstracts and keywords in print and online or to publish them online only. In either case, you are benefiting your journal:

- Many indexers now pick up their abstract information directly from MUSE pages.
- Readers or potential readers can do research more easily and may subscribe or buy issues when they see abstracts that interest them.
- Web search engines do a much more accurate job of finding and categorizing your publication's contents and will also return better results for each individual author's work.
- Abstracting benefits both authors and editors in making our journals more accessible and useful to the academic community.

In deciding whether to publish abstracts online only or in print and online, consider whether the print journal's design lends itself to inserting abstracts and keywords. Please consult your coordinator and refer to *Online-Only Abstract Submission Guidelines*.

Manuscript Submission & File Sharing

Files are shared between editorial offices and Hopkins Press via a Microsoft SharePoint File Transfer site. Each journal has an assigned folder. When transmitting an issue to the Press, place all files in a folder labeled with the journal acronym or name and the volume and issue number, e.g., AJP 10.1. Upload the folder to the Press-assigned SharePoint folder and notify your production coordinator via email that this has been done.

Please notify your production coordinator whenever materials are placed in the SharePoint folder, for assistance using SharePoint, or to authorize additional persons for access to the journal's folder. For detailed filesharing instructions, refer to *Working in Microsoft SharePoint.*

Publishing Agreements & Permission Requirements

Publishing agreements and permissions need to be submitted to Hopkins Press at the time of manuscript submission. If an article, image, chart, or other piece of intellectual property has not been cleared by its owner or creator, we will be unable to publish until its legal status has been resolved. As a result, it is imperative that the content you submit includes paperwork or correspondence granting you publishing rights.

- All journal content (articles, reviews, editorials) requires a signed Publishing Agreement (PA) from the author(s). Some PAs are journal-specific, but we've included for your reference a *Sample JHUP Publishing Agreement* and a sample *JHUP Pub Agreement for US Government Employees*. We strongly recommend that you send contributors the publishing agreement form with your acceptance letter.

- Agreements regarding intellectual and creative work tend to be customized to serve the needs of individual journals. See our *JHUP Interview Agreement* and *Creative Work Permission Form* and check with your production coordinator for more information.

- Permissions for images and charts vary based on their provenance and intended use. For example, an artist or other intellectual property holder may allow you to include work within an article but not as a cover image. It is important to obtain documentation/correspondence that explicitly permits use of the work for a specific purpose. See our standard *Creative Work Permission Form*.

- Intellectual property from the public domain does not require forms. However, you should provide documentation/correspondence that proves the work's legal status.

- If you are unable to establish a work's legal status or connect with its rights holder despite multiple good faith attempts, please discuss your options with your production coordinator.

For additional information on fair use, public domain, and copyright of material, please see:

- *Copyright.gov* and *Copyright.gov FAQs*
- *U.S. Copyright Office Fair Use Index*
- *University of Texas Libraries Copyright Crash Course*

Proofing Process

Typically, each issue of a journal will run through two proofing stages. The first page proofs should be examined by the authors and the editors for any minor corrections of errors that may have been introduced during typesetting. This is not an opportunity to rewrite the manuscript, and requested corrections should be kept to a minimum.

The typesetters will implement first proof corrections and generate a second set of page proofs. This second set of page proofs should be reviewed by the editors (not authors) to ensure that requested corrections were made as intended. Any newly discovered corrections must be kept to the absolute minimum.

Final corrected pages are typically verified by the production coordinator, but if the editorial team would like to view them, just let your production coordinator know.

Digital Annotation

Hopkins Press has transitioned to a digital process for proof corrections, and we ask that editors use Adobe Acrobat PDF annotation tools to make their corrections directly on the PDFs.

The tools facilitate the correction process and are available as part of all PDFs. No additional software is necessary. The electronic method of marking up corrections is precise:

- insert
- delete
- replace
- sticky note (for sparing use only when additional information needs to be conveyed for more complicated corrections)

For more details on digital annotation processes, please see *Working with Adobe Reader & Acrobat* and this helpful *How-to Video*.

Author and editorial office corrections should be consolidated onto one set of annotated proofs for submission to your production coordinator. Mark definitive corrections only, without explanation. Anything you insert, delete, or replace on the PDF will automatically be incorporated into the pages. A sticky note tool is available in rare cases when you need to highlight a correction that is more complex and cannot be easily annotated with the available tools.

If digital annotation is not an option due to special circumstances, please notify your production coordinator, who will work with you to accommodate an alternative.

Mailing Services

Mailing is the final stage of the process at the printer. Please note that issues are shipped first to journal subscribers. Bulk orders going to your editorial offices or elsewhere are shipped separately a few days after the subscription mailing.

Contributor & Society Mailing Lists

We require a full name and mailing address for any contributor/society member copies of a journal. PO boxes can only be used with USPS shipping. Society mailing lists are usually supplied by the editorial office in an Excel or Word file (see *Bulk Mailer Template*).

If you provide subscriber mailing addresses to your production coordinator, those files are run through the USPS national change of address (NCOA) system, and if any address changes are on file, a new Excel sheet is generated. Your production coordinator will share any address changes with you. Please update your records accordingly. This prevents the USPS from needing to update these addresses with each new mailing.

Gratis Lists

Editors have the option of sending a limited number of gratis print copies to individuals or organizations and are encouraged to review the journal's gratis list at least once a year. Ask your production coordinator for a copy. Keeping the gratis list updated can save the cost of mailing copies that are no longer needed or wanted.

Project MUSE

Project MUSE is a leading provider of digital humanities and social science content from Hopkins Press and hundreds of scholarly publishers worldwide. The digital versions of Hopkins Press journals are accessed via Project MUSE through single title subscriptions or through journal collections that are available to libraries. Learn about *the MUSE mission and history* and the benefits of creating a personalized *MyMUSE account*.

Errata

Substantive errors in published articles should be brought to the attention of your production coordinator, who will work with you and the Journals Publisher to determine if an erratum is warranted. Errata become a permanent part of the scholarly record, added to the original article at Project MUSE, appearing in a future print issue, and published as part of that issue online at Project MUSE. Typographical and other minor errors that do not affect the substance of an article will not be corrected in print or online.

Permission to Reprint or Translate

When authors have questions about using or reprinting their Hopkins Press Journals content, please refer them to the Rights of the Author specified in their publishing agreement and to the Hopkins Press *Permissions Department* if they have further questions. We also have helpful information in the *Hopkins Press Author FAQs*.

Open Access

Occasionally, an author will want or be required to publish an article open access. Please see *Submission Fees, APCs & Open Access* in the Publisher's Office section of this guide and our *Open Access page* for more information.

Temporary Digital Access

All Hopkins Press journals always have at least one free issue available on Project MUSE. This is an older issue that is open, or ungated, for the duration of the journal's volume year. Ungated issues serve many purposes, but for editors, they can give authors an idea of your editorial focus, copyeditors a guide to your style, and rights grantors an understanding of your journal and of Project MUSE.

Our Marketing Department occasionally ungates journal articles or issues for brief periods (less than 30 days) in conjunction with public relations activities. Marketing can also process requests for brief ungating if you are running a promotion or have a newsworthy item. For details, please see *Temporary Digital Access* in the Marketing section.

Indexing

Hopkins Press can assist you in making sure your journal is included in the appropriate citation indexes. See *Indexing* in the Marketing section.

Reprints Information

Authors wishing to order reprints of their article(s) should order through the *JHUP Reprint Order Center of the Sheridan Select portal*. Choose the journal title in the drop-down menu to access an order form with pricing and further details.

Authors wishing to order additional copies of the issue in which their article(s) appear should follow the guidelines provided by *Customer Service*.

Conference & Event Copies

If you would like additional print copies of an issue for a conference or event, please notify Marketing Specialist Andrea Harney at *aharney1@jh.edu* via email as soon as possible. Please provide the name and date of the event, the address where copies need to be shipped, and how many copies you require. Conference copies must be requested at least six weeks prior to the conference. For new issues, conference copies must be requested at least one month prior to the issue's publication date.

Our Marketing Department can help with other collateral that might be needed for conferences and events. See *Conferences* in the Marketing section.

Data & Analytics

Please see *Data & Analytics* in the Publisher's Office section of this guide for details of the data available to you and the appropriate contacts.

Marketing

Who We Are: Journals Marketing Team

Lisa L. Klose, Journal Sales & Marketing Director
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Karen Coughlin, Print & Web/Interactive Graphic Designer
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Samantha London, Direct Response and Renewals Manager
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Mary Alice Fallon Yeskey, Journals Publicity Manager
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What We Do

The Hopkins Press Journals Marketing Department works in partnership with journal editors and client societies to promote the scholarship published in our catalog of over 100 scholarly journals. The expertise and skill of our staff provide an exceptional level of professionalism, responsiveness, and creativity for our journal clients. Like the scholarly audiences we serve, the marketing team is perpetually evolving, but our core services provide a solid foundation for marketing strategy. Our curiosity, flexibility, and adaptability allow us to create marketing and promotions activities to maximize your journal's exposure and impact within the academic community and beyond.

Marketing Planning & Consultation

Think of Journals Marketing as your editorial office's marketing team. Our efforts are primarily focused on expanding the awareness, usage, and subscription adoption of your journal's content. We work with you to develop a marketing plan, strategy, or series of promotional activities tailored to the specific needs of your journal and audience. We also take into account the latest changes and updates to the digital marketing landscape and evolving marketing best practices. To learn more, please contact Director of Journal Sales and Marketing Lisa Klose at *lklose1@jh.edu.*

Journals Concierge

The Journals Concierge is a private web portal only available to Hopkins Press journal editors, designed to be a one-stop shop for resources and information specific to your journal. Use the drop-down menu on the left to navigate to your journal's page for access to your journal's resources and collateral.

Marketing Resources & Collateral

Print and digital marketing communications and materials for your journal are created by our in-house graphic designer and updated annually.

- Print Ad: Journal: 1-page, journal-specific black and white ad that can be placed in other journals or printed off as a stand-alone piece
- Print Ad: Subject: 1-page, black and white ad featuring several journals within one subject category that can be placed in other journals or printed off as a stand-alone piece
- Subscription Flyer: 1-page, black and white information flyer that includes subscription payment form

To edit or update information for your journal in the Journals Concierge, please contact Graphic Designer Karen Coughlin at *KMC@jhu.edu*.

Catalogs

Comprehensive information on Hopkins Press journals is catalogued in both an annual print catalog and on the Hopkins Press website.

Print: Annual Hopkins Press Journals Subscription Catalog

All journals published and distributed by Hopkins Press are included in the annual *Scholarly Journals Subscriptions Catalog*. This showcase piece consists of key details and updated pricing for each journal as well as relevant advertising, subscription, and contact information. The catalog is mailed to all journal editors each fall, to subscription prospects as requested, and distributed at scholarly conferences where Hopkins Press exhibits. Access the *current and archived catalogs* at our website.

Online: Journal Web Pages on the Hopkins Press Website

Each journal has a dedicated page on the Hopkins Press website that features important information about its mission, online access, advertising, author guidelines, editorial boards, indexing and abstracting, library recommendation forms, pricing, and more. We rely on our editorial boards to help keep these pages up to date. Updates and edits typically take one to two days to go live.

Your journal's page on the Hopkins Press website can include the following content (but does not require content in any specific category—it will only show up if it is populated). We welcome your input if there is a category you'd like to include that is not listed here; please contact us so we can discuss development of web content that is the most useful for your publication.

- Overview
- Publication Ethics
- Author Guidelines
- Editorial Board
- Call for Papers
- Call for Reviewers & Associate Editors
- Indexing
- Podcast / Multimedia (audio and video)
- Advertising Info
- eToC Alerts

To edit or update any information for your journal in either the annual print catalog or on the Hopkins Press website, please contact Graphic Designer Karen Coughlin at *KMC@jhu.edu*.

Subscription Renewals

Renewal notices are sent a maximum of 4 times to individuals who subscribe to the print or electronic versions of our journals. Customers for whom we have a valid email address receive an email notification encouraging online renewal.

- 1st notice: when subscribers receive their second-to-last issue
- 2nd notice: when the subscriber's last issue is mailed and the subscription is complete
- 3rd notice: when the subscriber has missed one issue
- 4th and final notice: 6 to 10 months after the subscription expires, depending on how frequently the journal is mailed

Institutional renewals are generally handled through agents. Those institutions that do subscribe directly with us receive notices twice a year, in March and August. The notices consolidate multiple subscriptions and resemble invoices.

Lapsed subscriber renewals are one-page, personalized notices sent annually to individuals whose subscriptions have expired in the past 6 months to 3 years for a particular journal.

If you have specific questions regarding your journal's subscription renewals, please contact Direct Response and Renewals Manager Samantha London at *slondon3@jh.edu*.

Conferences

It is important to connect with current and potential readers when they gather (virtually or in person), so we make it a priority to be present at appropriate academic or library conferences, special events, and scholarly meetings. Hopkins Press exhibits at many events annually to promote relevant journals, such as the following:

- American Association for the History of Medicine (AAHM)
- American College Personnel Association (ACPA)
- American Council on Education (ACE)
- American Educational Research Association (AERA)
- American Historical Association (AHA)
- American Public Health Association (APHA)
- American Society for Bioethics and Humanities (ASBH)
- American Society for Eighteenth-Century Studies (ASECS)
- American Studies Association (ASA)
- Association of American Colleges & Universities (AACU)
- Association for Asian American Studies (AAAS)
- Association for the Study of the Arts of the Present (ASAP)
- German Studies Association (GSA)
- History of Education Society (HES)
- History of Science Society (HSS)
- Modern Language Association (MLA)
- Modern Studies Association (MSA)
- Organization of American Historians (OAH)
- Society for the History of Technology (SHOT)
- Southern Historical Association (SHA)

We are happy to provide editors with sample issues, flyers, collateral, and publicity efforts for professional conferences you are presenting at or attending. If you would like additional print copies of an issue for a conference or event, please notify Marketing Specialist Andrea Harney at *aharney1@jh.edu* as soon as possible. Please provide the name and date of the event, the address where copies need to be shipped, and how many copies you require. Conference copies must be requested at least six weeks prior to the conference. For new issues, conference copies must be requested at least one month prior to the issue's publication date.

Advertising

We accept print ads from outside advertisers for almost all our print journals. Digital ads can be placed on the home or table of content pages of Hopkins Press journals that are distributed via Project MUSE, allowing our electronic-only journals to also accept advertising. Detailed information about our *advertising terms and policies* is available online. Interested advertisers ready to make a reservation can use our *Advertising Space Reservation Form* or contact Marketing Specialist Andrea Harney at *aharney1@jh.edu*.

Indexing

The Journals Marketing team can assist you in making sure your journal is included in the appropriate citation indexes. Each index has its own application and selection process, and many have very strict criteria to which a journal must adhere. Hopkins Press has no influence over whether or when your journal will be accepted to a particular index, but we are here to support you in this endeavor. To find out where your journal is currently indexed, visit your journal's abstracting and indexing page on our *website*, or contact Marketing Specialist Andrea Harney at *aharney1@jh.edu.*

For more information, please see the following additional indexing information and resources:

- *Understanding Scholarly Indexing*
- *Quick Guide to Academic Journal Indexing*
- *Need for Indexing and Abstracting*
- *MLA bibliography tutorials*

CELJ Membership

The *Council of Editors of Learned Journals* (CELJ), an Allied Organization of the Modern Language Association, is made up of editors of scholarly journals in all disciplines. As the major national organization dedicated to supporting academic journal publishing, CELJ's membership of over 450 editors represents an invaluable collective wellhead of editorial wisdom and experience. The Hopkins Press Journals Division facilitates CELJ membership applications and renewals for interested editors. Registrations are typically submitted in December for membership through the next calendar year. To become a member or renew an existing membership to CELJ, contact Marketing Specialist Andrea Harney at *aharney1@jh.edu.*

Public Relations & Social Media

Hopkins Press Blog

The *Hopkins Press Blog* provides an interactive outlet for editors, authors, and association officials to spread news and share insight about their work. Whether you want to explain the idea behind a special issue, shed light on a national news story related to your field, or simply share some advice or insight for readers and academics, the blog offers a home for original content and richer exploration of your publication. Editors are encouraged to submit original posts to the blog or arrange for a Q&A style interview. Video and media clips are compatible and can be embedded within posts.

Hopkins Press Podcast

The *Hopkins Press Podcast* allows editors and authors to have a conversation that expands and enriches on published scholarly content. Podcast episodes typically run 20-45 minutes and consist of about five questions, and are posted on *our website*, *iTunes*, *Soundcloud*, and *Spotify*. Podcast recording is done via Zoom call and scheduled based on guest availability. We take care of the production, editing, and technical work; you just need to share your knowledge with listeners.

Social Media

Hopkins Press social media handles are as follows:

Twitter: *@jhupress*

Facebook: *@johnshopkinsuniversitypress*

Instagram: *@hopkinspress*

LinkedIn: *https://www.linkedin.com/company/hopkins-press*

YouTube: *https://www.youtube.com/c/HopkinsPress*

We encourage you to let us know about your journal's and your professional social media presence. Please don't hesitate to ask for a particular post to be boosted through our channels, or if you have specific content that you'd like spotlighted.

Media & Social Media Metrics

Altmetric is a third-party data provider offering valuable insight for publishers, editorial teams, authors, and readers on how their published content is being used and shared around the world. Altmetric reports on "alternative metrics," or the places scholarly content is being referenced outside of academic citations. This includes news outlets, blogs, social media, policy documents, Wikipedia, and more.

Hopkins Press subscribes to Altmetric and uses its data for media monitoring and social media listening. Reports on your journal's Altmetric data are available by request.

Temporary Digital Access

Links to journal articles on Project MUSE that are posted to our blog, podcast, and social media channels are made freely available for a short time (typically 14-30 days) to ensure that the general public can access the content. We are also able to process requests for temporary digital access if you are running your own promotion or have a newsworthy item.

Awards

The Journals Marketing team submits annually for the CELJ awards, PROSE awards, and the AAUP Book, Jacket and Journal Show. If your publication wins an award, we can develop publicity plans to share the announcement and spotlight the winning issue. We are also eager to promote other awards won by your journal, or those granted by your journal or its association.

Anniversaries

The Journals Marketing team can help create value around your milestone anniversaries (10, 25, 50, 75, and 100 years), including development of a commemorative anniversary logo that can be featured on your journal, signage or promotional material, and PR activities to celebrate and promote the occasion.

For information, questions, or planning of any Public Relations and Social Media activities above, please contact Journals Publicity Manager Mary Alice Fallon Yeskey at *myeskey1@jh.edu*.

Customer Service

Who We Are: Customer Service Team

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What We Do

Journals Customer Service manages individual and institutional subscriptions to all Hopkins Press journals, as well as membership services for 23 client scholarly societies. This department also manages subscriptions for six other university presses. The Customer Service team's work includes:

- Providing customer service to global customers via online chat, email, and telephone
- Processing subscription orders for individuals, institutions, and agents
- Processing claims for missing or damaged journal issues

In 2021, the Journals Customer Service team handled inquiries on 253 Hopkins Press and Hopkins Press distributed titles, as well as 389 Project MUSE single titles. This added up to:

- 398 online chats
- 1,683 phone calls
- 8,869 orders imported and 139,752 orders manually entered
- 13,752 addresses updated
- 29,329 customer tickets resolved
- 30,000+ website orders checked and processed
- 40,000+ payments processed

The Customer Service team prides itself on its response time and personalized care for your journal's subscribers. Our team can assist journal editors with the following:

- Subscriber mailing list management, in accordance with the *Hopkins Press Privacy Policy*
- Acquire additional copies of an issue using the 40% editor/author discount (applicable for issues to which editors/authors have contributed)
- Purchase journal subscriptions and other Hopkins Press content

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Editor & Author Resources

Manuscript & Art Preparation Guidelines

Art Log

Online-Only Abstract Submission Guidelines

Working in Microsoft SharePoint

Sample JHUP Publishing Agreement

JHUP Publishing Agreement for U.S. Government Employees

JHUP Interview Agreement Form

JHUP Creative Work Permission Form

Working with Adobe Reader & Acrobat

Manuscript & Art Preparation Guidelines

Manuscript Preparation

- **File format:** Submit manuscripts as Microsoft Word files in .doc or .docx format.

- **Page setup:** Use document size US 8.5 x 11 or UK A4 with 1-inch margins and hyphenation option turned off.

- **Page numbering:** Place page numbers bottom center, with the title page as page 1. Number all pages sequentially.

- **Paragraphs:** Set double spaced and flush left/ragged right. Indent new paragraphs instead of spacing over or using tabs to indicate an indent.

- **Formatting of type:** Use 12-point, standard (easy to read) font.

- **Subheads:** Differentiate heading levels by including the appropriate ‹A level›, ‹B level›, ‹C level› code next to the heading.

- **Italics:** Set text that you want italicized in italic. Underlined text will be converted to italic unless noted otherwise.

- **Accents and symbols:** Please note any special symbols such as Greek and math at the beginning of the manuscript to bring them to the attention of desktop publishing (DTP). DTP will check page proofs to determine if the symbols converted properly and will make note of instances where they cannot match the character.

- **En- and em-dashes:** Use one hyphen for an en-dash; the typesetter will convert a single hyphen to an en-dash between date and page ranges. For an em dash, use two hyphens with no space before or after the hyphens.

- **Block quotes:** Leave extra space around block quotes and mark each clearly as follows: ‹ext› to mark the beginning and ‹/ext› to mark the ending.

- **Captions, endnotes, and footnotes:** Type figure captions, endnotes, or footnotes at the end of the manuscript. Use the Microsoft Word endnote feature. Follow the journal style for note numbering (either superscript or regular numbers). Extra line space is not necessary between notes.

- **Works Cited list:** Follow journal style. If there are hanging indents, please use a normal paragraph indent, and the typesetter will apply the correct style.

- **Poetry:** For poetry set as a block quote off from text, indicate line breaks with a hard return. If you cannot fit the entire line of poetry on your typed copy, let the text wrap and indicate the end of the line with a hard return. For poetry set in line with text or notes, use space-slash-space between each line, e.g., "How do I love thee? / Let me count the ways."

- **Figures:** Include placement markers in boldface, e.g., **‹Insert Figure 1 here›**. If you have a sizing request, please specify in the placement marker. If you wish to have figure references typeset, enclose those in parentheses where appropriate, e.g., (Figure 1) or (Fig. 1). Do not include artwork in the manuscript file. See Art Preparation below.

- **ORCID:** If you would like to include your ORCID identifier, please do so in the author byline or author bio section of a manuscript.

- **Abstract & keywords to publish in the print journal:** Submit the abstract and keywords in that order on the manuscript title page, following the title and author name(s). Label "Abstract" and "Keywords," respectively. (For abstracts and keywords publishing online only, refer to *Online-Only Abstract Submission Guidelines*.)

- **File naming:** Label files in numerical order according to place in the table of contents, volume and issue number, and the contributor's last name, e.g., 02_10.1_Smith. Cover and front matter file names, e.g., 00_10.1_Covers and 01_10.1_FM.

- **AVOID** word-processing style sheets, underlining of headings, drop caps, use of color for text, and coding from bibliographic software like EndNote and Reference Manager. If you use these systems for your references, save a version of your manuscript without coding and submit the uncoded version for publication.

Art Preparation

- **File format:** Submit images as TIFF (preferable), EPS, or JPEG files.
- **Resolution:** Full color/grayscale (continuous tone) images require 300 dpi resolution. Line art requires 1200 dpi resolution. A good rule of thumb is that a black and white photo should be at least 1 MB.
- **Color:** If the image will print in color, please submit as CMYK. If an image is supplied in color but prints grayscale, we will retain the color version for online publication on Project MUSE.
- **Sizing:** Image size should be the approximate size it will print.
- **Art Log:** Complete an *Art Log* for submission with the issue.

File Naming Conventions

When submitting a ZIP file or folder of manuscripts for an issue, it is best practice to number each article to reflect the order of the issue's Table of Contents. Images and charts related to each article should share the same number as the article itself. Meanwhile, non-article content should be preceded by the number "00" (e.g., "00_Cover" or "00_TOC"). A sample list:

00_10.1_Cover.docx

01_10.1_TOC.docx

02_10.1_Smith.docx

02_10.1_Smith Fig 2.jpg

03_10.1_Jones.docx

03_10.1_Jones Fig 1.docx

…

12_10.1_Brown.docx

13_10.1_BookReviews.docx

Numbering files in this fashion allows our team to more easily double-check permissions and perform other pre-production tasks. It also streamlines the typesetting process by eliminating potential confusion when constructing your issue's first set of proofs. If you have many figures for one article, you may put them in a folder 02_Jones_figs.

Art Log

Journal Name, Volume and Issue No. _____

Please use this form to itemize all of the art for your journal issue. List each image as a separate item, even if multiple images make up a single figure, such as 01 smith_fig1a and 01 smith_fig1b. Confirm that continuous tone figures are 300 dpi and line art is 600 dpi resolution.

Image Name (i.e., 01 Smith Fig 1)	Figure Type (Indicate Line Art, Map, Chart, Photo, Graph, etc.)	Black/White or Color (Indicate B/W or C)	Preferred Size: 1/4 page, 1/2 page, full page	Permission Secured (Indicate Yes or N/A)

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Online-Only Abstract Submission Guidelines

Johns Hopkins University Press Journals Division
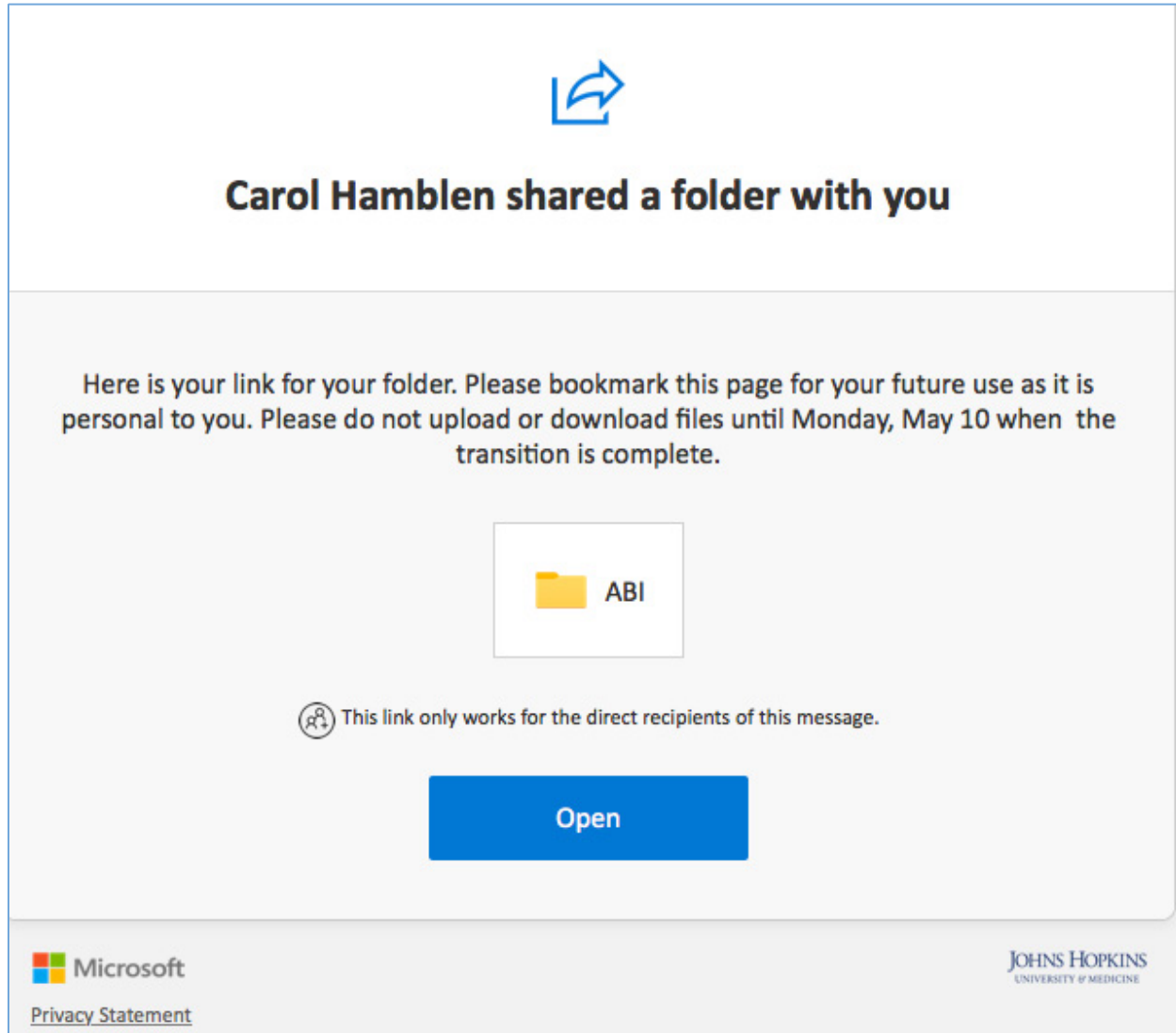
Following are general guidelines for submitting abstracts and keywords that will publish on Project MUSE only. Some journals have more specific requirements for online-only abstract submission. Please contact your production coordinator about any requirements for your journal.

- Please submit your online-only abstracts with the manuscripts if possible, and *with the first proofs at the latest*.

- One hundred or fewer words is preferred. Editor should choose whether to capitalize or lowercase keywords to be consistent, except for proper nouns.

- Gather all abstracts for an issue in one Microsoft Word file. Please do not send each abstract as a separate file. Organize the abstracts in table of contents order.

- Please name the file with the journal's acronym, volume, and issue number, e.g., CHY_70.4_Abstracts. Please save the final file as a PDF.

- Elements should be organized in this order with a line space between items:

    1. author

    2. title

    3. abstract

    4. keywords (if used)

- The author and title are for ID only; surname and short title are fine (e.g., "Smith – Problems of Interpreting Faulkner").

- Use italic type to indicate italics, not underlines.

Working in Microsoft SharePoint

Hopkins Press Journals uses Microsoft SharePoint to send and receive files. To access the Journals File Transfer site, you only need a browser and an Internet connection. No additional software is needed.

Step 1: Ask the journal coordinator to grant you access to your journal folder on SharePoint. You will receive an email giving you access to your folder on the site:

Carol Hamblen shared a folder with you

Here is your link for your folder. Please bookmark this page for your future use as it is personal to you. Please do not upload or download files until Monday, May 10 when the transition is complete.

ABI

This link only works for the direct recipients of this message.

Open

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Privacy Statement

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Step 2: This will launch your default browser and display the page below. If the email address to which you received the above email already has a Microsoft account (either personal or through work), click the appropriate link. Otherwise, click "Create a Microsoft account…"

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow Johns Hopkins to use your basic profile (name and email address) in accordance with their privacy statement. Johns Hopkins has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.

Microsoft account
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

Organizational account
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.   **Click Here**

Don't have either account? Create a Microsoft account, it's quick and easy!

Legal | Privacy

Step 3: Enter the email address to which the invitation above was sent. Follow the instructions to create your Microsoft account. The account is free. You will use this account to access the Journals File Transfer site going forward.

■ Microsoft

Create account

someone@example.com

Use a phone number instead

Get a new email address

Next

Step 4: Once your account has been created, you will see the following page. You may want to bookmark this page in your browser for easy access to the Journals File Transfer site in the future. On this page you can upload or download files. Note that you will not be able to upload or download files until you receive a separate email from Journals indicating that access to your specific Client Folder has been established.
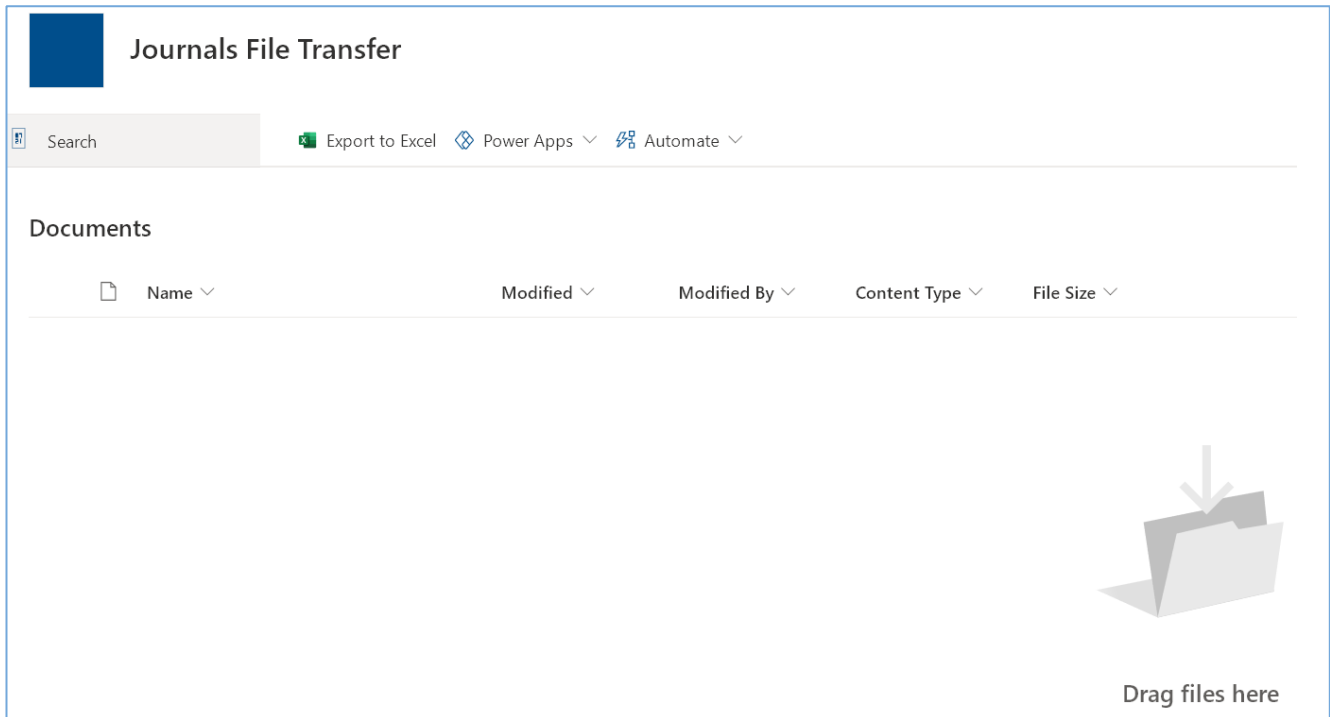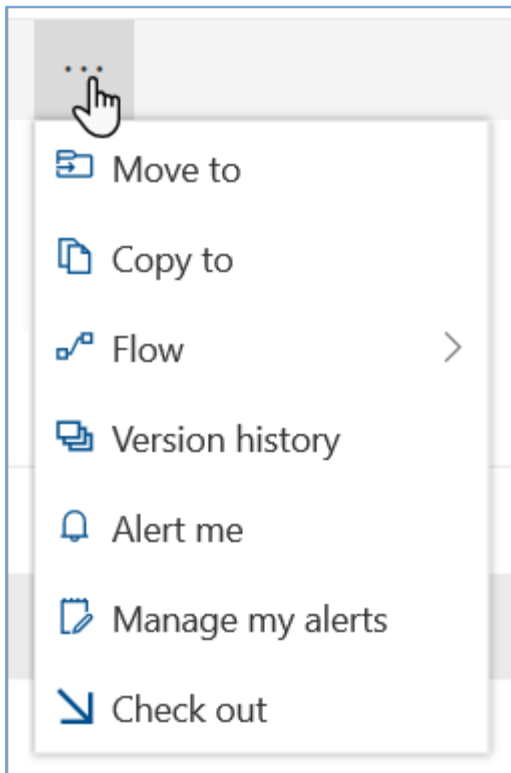

Move or Copy Files in SharePoint

**Step 1** Select files or folders in a SharePoint library.
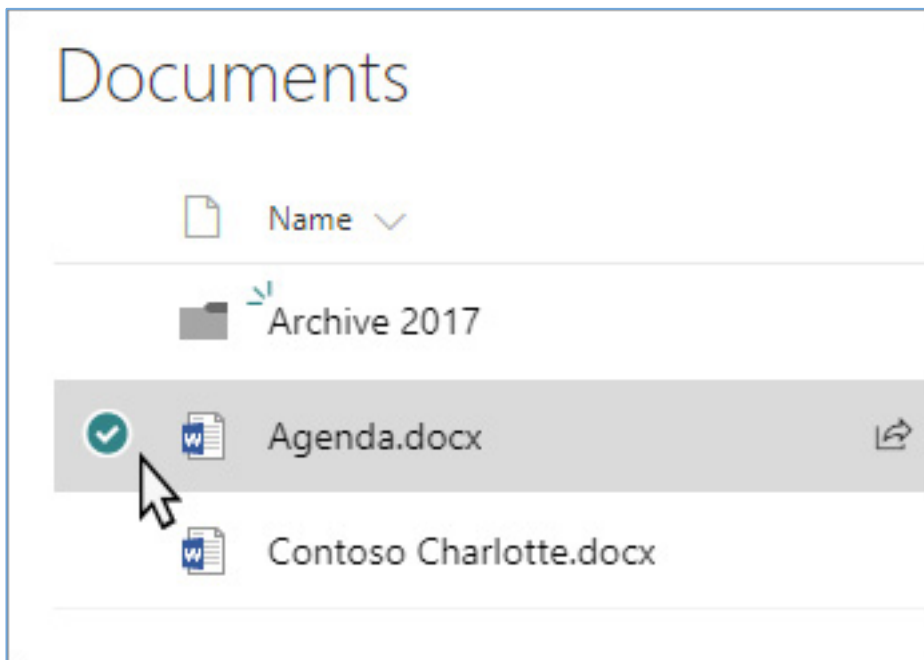
Step 2 On the command bar, select ˙˙˙ **(More)**, and then select **Move to** or **Copy to**.


Note: Switch to the modern experience if **Move** to or **Copy** to aren't available.

Step 3 On the **Move** or **Copy** panel, choose a destination in the current library, OneDrive, or another SharePoint site. (SharePoint Server 2019 currently only supports the current library.)
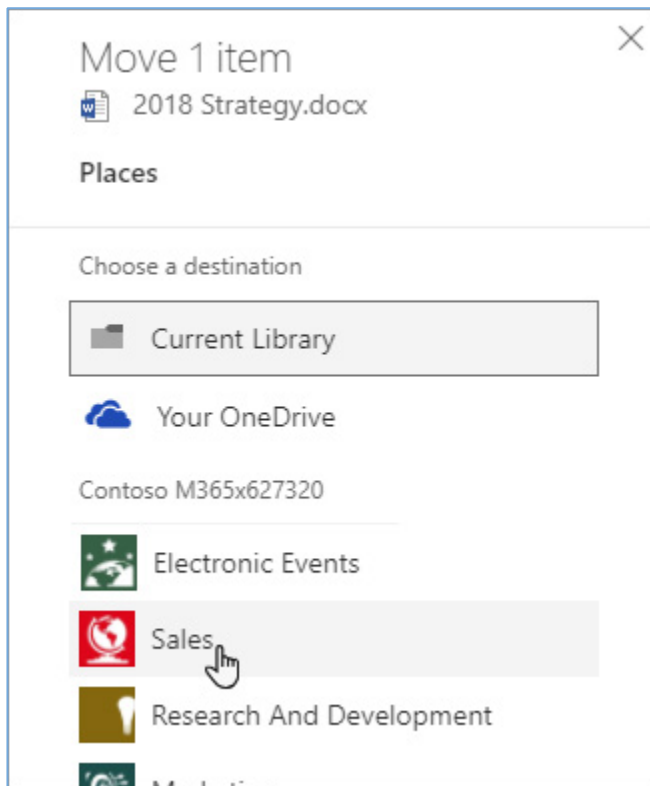
Step 4 On the **Move** or **Copy** panel, select a folder in the current library and select **Move here** or **Copy here**. If you want to move or copy your files to a new folder, select **New folder** to add a new folder. Enter a name for the folder, select the checkmark, then select **Move here** or **Copy here**.
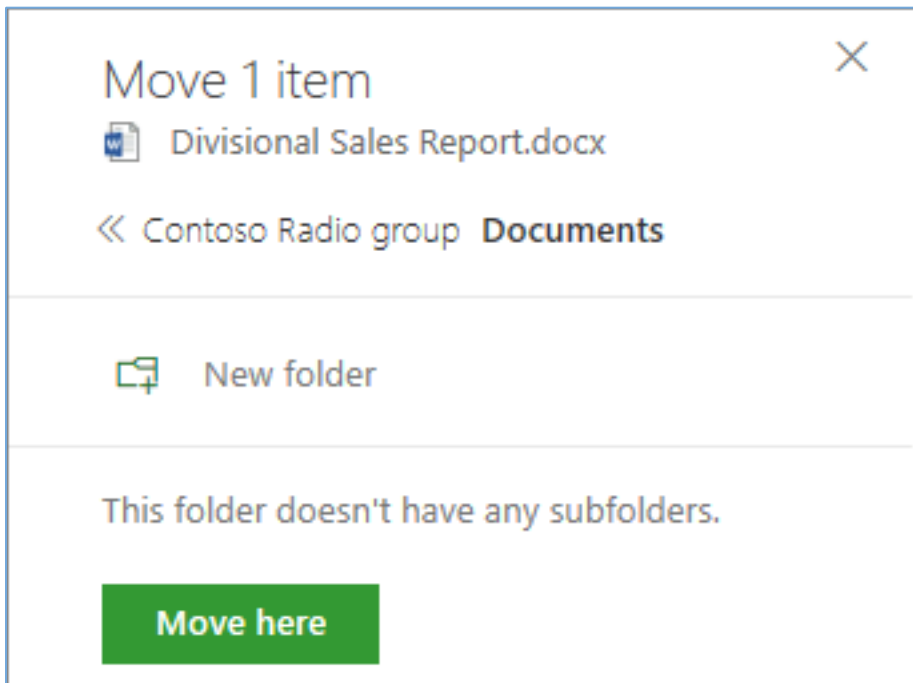
Notes:

- When you use **Move to**, the history of the document is copied to the new destination.

- When you use **Copy to** with documents that have version history, only the latest version is copied. To copy earlier versions, you need to restore and copy each one. For more info about versioning, see Enable and configure versioning for a list or library.

- The **Move to** operation will fail if you attempt to move the document across libraries and the destination has enforced unique values.

- When a file is moving, it continues to appear in the source directory until it's fully moved to the destination, and then it will be deleted. The file remains in the source site's Recycle Bin after the **Move** is complete and is subject to the normal recycle schedule unless a user recovers it from the Recycle Bin.

- We do not recommend moving OneNote notebooks outside of the OneNote app.

- **Move to** and **Copy to** work best within the *SharePoint Online limits*.

- **Move to** option is not currently available on the Site Pages Library.

- For common scenarios, visit this *Tech Community blog*.

Sample JHUP Publishing Agreement

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JOURNALS DIVISION

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_____(the Article).

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JHUP Publishing Agreement for U.S. Government Employees

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As my contribution to the advancement of knowledge, I consent to the publication of my interview or any part thereof with

_____on_____
(interviewer)   (subject discussed)

_____in _____
                                                  (journal)

and waive all rights that I may have to any claims for payment or royalties in connection with any use of the interview.

_____   _____
witness (interviewer signs)   Signature (interviewee)

                                              _____
                                              Name

                                              _____
                                              Address

                                              _____

                                              _____
                                              date

(Fill in name of interviewer, the subject discussed, and name of journal. The interviewer should sign as witness; the interviewee should sign and date the consent form before giving the interview.)

6/10/93 /updated 9/10/19

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To: _____

_____

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Subject: _____

Date: _____

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Working with Adobe Reader & Acrobat

1. Begin by making sure you have Adobe Acrobat XI (either the free Reader, or the Standard or Pro version will do). Adobe Acrobat Reader XI can be downloaded for free here: http://www.adobe.com/products/reader.html

2. Open the Comments Tools and select the Annotations Panel.

3. There are 12 tools available in the Annotations Panel, but most text edits will be done with the Insert Text Tool, Replace Text Tool, and Strikethrough Tool. On occasion, the Sticky Note Tool and Highlight Text Tool can help further clarify corrections but should be used sparingly.
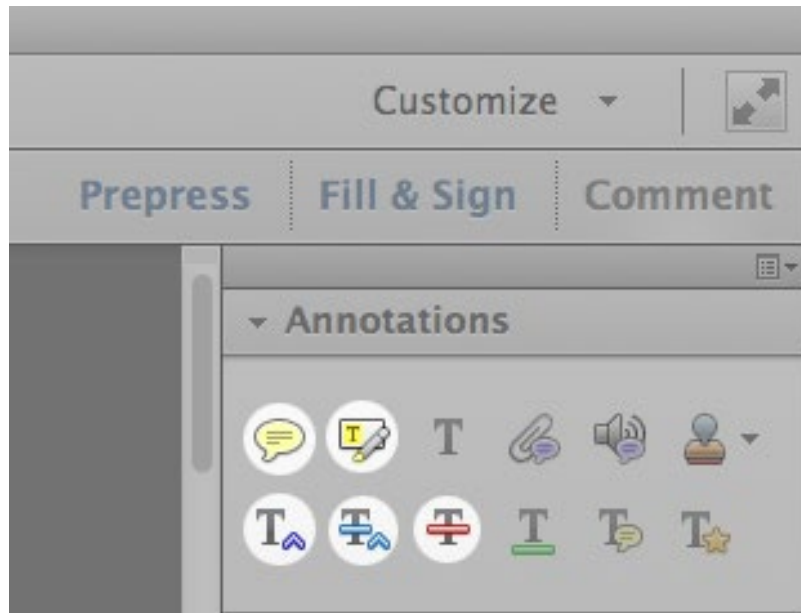
- **Insert Text Tool** indicates new text you want inserted into the text. Select this tool, click where you want new text to appear and type the new text into the Comment Window. A blue arrow will indicate where the new text will appear. Be mindful of surrounding spaces in the text and in your new text.
- **Replace Text Tool** replaces text that is already in the document. Select this tool, highlight the word or words you want replaced, and type the new text into the Comment Window. A blue strikethrough line will indicate the text that is being replaced, and a blue arrow will indicate where the replacement text will appear. Be mindful of surrounding spaces in the text and in your replacement text.
- **Strikethrough Tool** deletes text. Select this tool and highlight the text you want deleted. A red strikethrough line will appear over the deleted text. Be mindful of leading or trailing spaces.

Editor & Author Resources   35

- **Highlight Tool** is used to indicate a change of font style, such as roman to italic. Using the Highlight Tool, select the text to be changed, then right-click to show the contextual menu and select "Open Pop-Up Note" and write in the correct font style (i.e., "italic").
- **Sticky Note Tool** is used to indicate changes to the layout. Select this tool, click on the page where you want your note to appear, and write your instructions (e.g., "Move this image to next page" or "Add a line space above this paragraph").

In addition to the Sticky Note Tool to indicate layout changes, the Drawing Markup Tools (located in the Drawing Markups Panel below the Annotations Panel) may be used to draw shapes on the PDF, but please use these tools sparingly, as they will quickly overwhelm the page.

4. After you have finished editing, save the PDF in a recognizable way, such as by adding "_EDITED" to the end of its name.

5. Maintain separate PDF files for each article; however, if book reviews are separate, please put them back together in one big book review section before sending back to Hopkins Press. Never add/remove pages from the PDF, even if pages are blank or have no edits. This is important for the import process to work correctly for the person handling the page layout.

PDF Annotation Tips

- Keep in mind that with all annotation tools, you can right-click for the contextual menu and select "Open Pop-Up Note" to add a note to the tool. For instance, on a page with many images, you could use the Arrow Tool to point to the specific image and add a Pop-Up Note to the Arrow indicating the move, rather than adding a separate Sticky Note. This will help cut down the clutter.
- The Text Correction Tool in the Annotations Panel acts like the Insert Text Tool, Replace Text Tool, and Strikethrough Tool all at once!
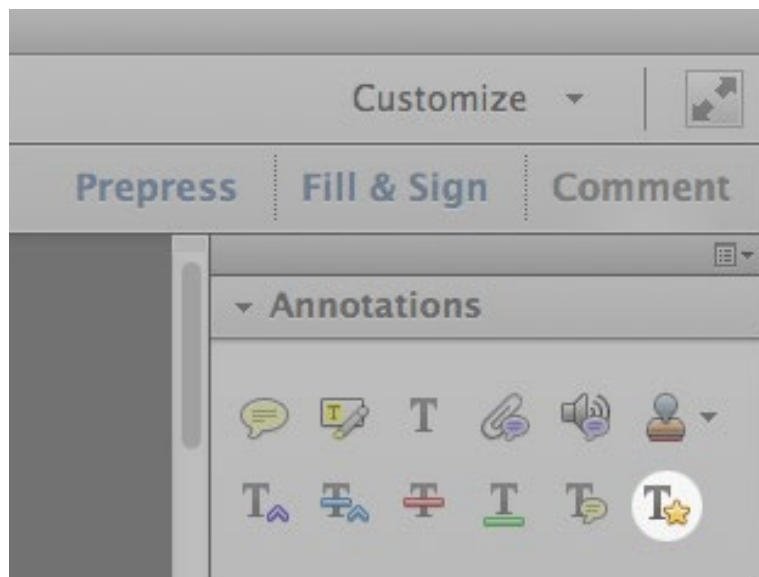
Selecting this tool opens a window showing how this tool can be used like the other three.
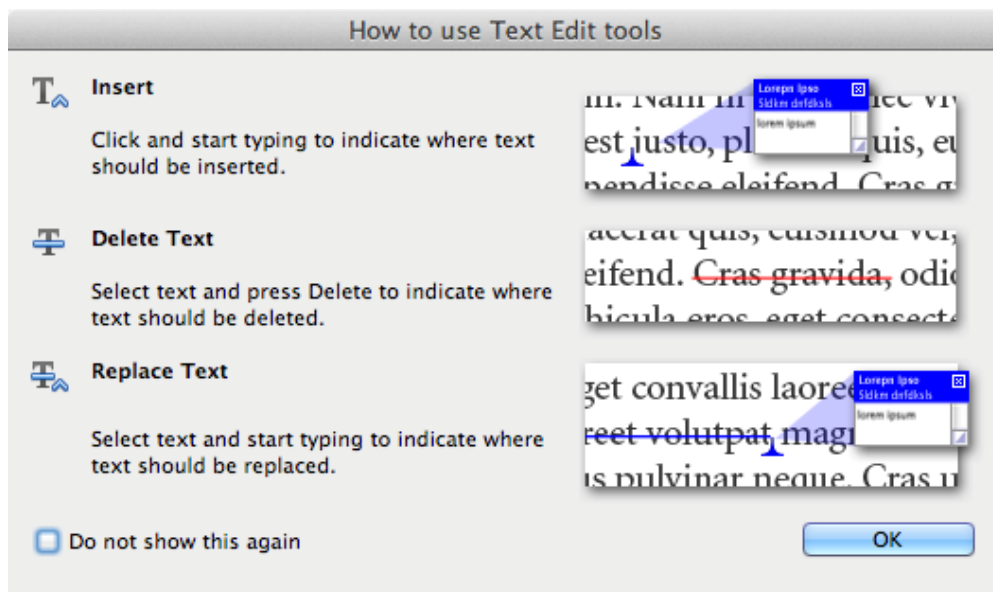
Annotations Q&A for Editors & Proofreaders

Q: How do I find the Annotations editing tools in Adobe Reader or Acrobat?

A: You should have the tools in Adobe Reader or Acrobat. Open the proof, go to the **View** menu, choose **Comment**, choose **Annotations.** For Acrobat DC, choose **Tools, Comment**.
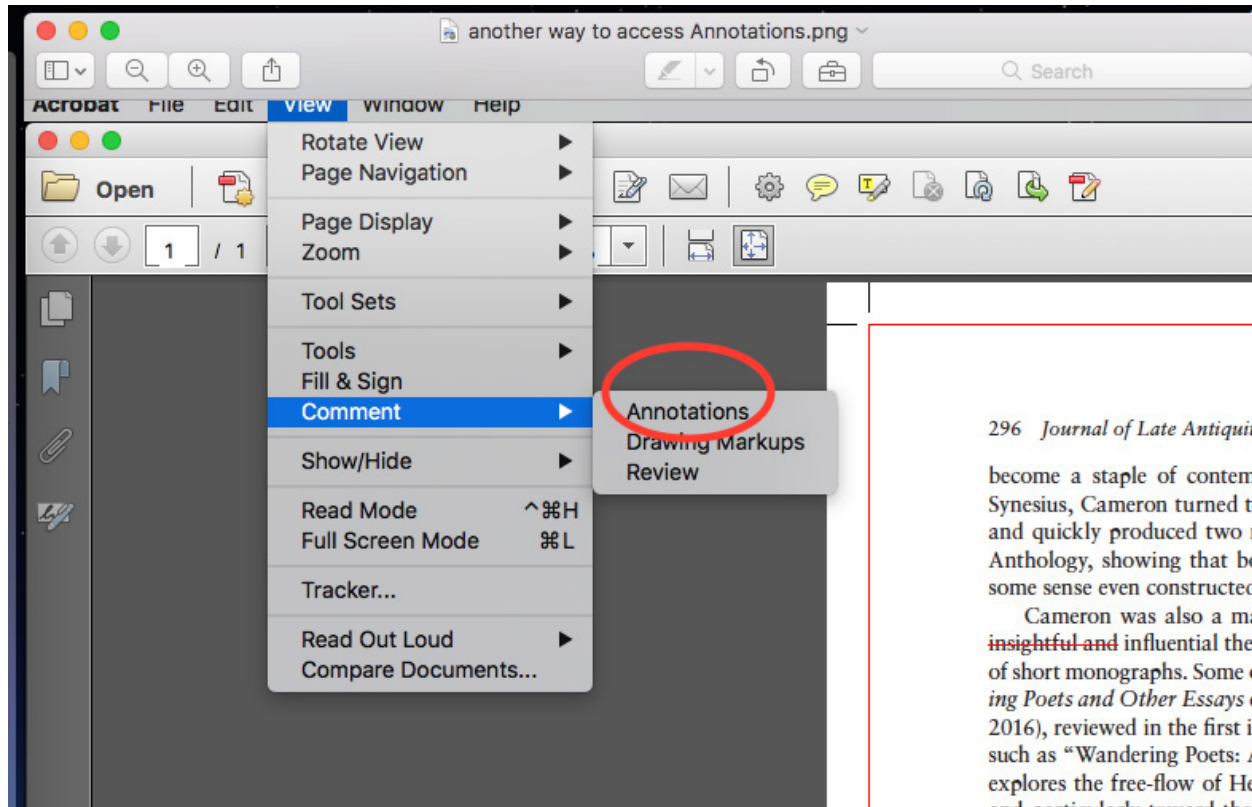
Or open the Acrobat file and click **Comment** on the upper righthand bar.
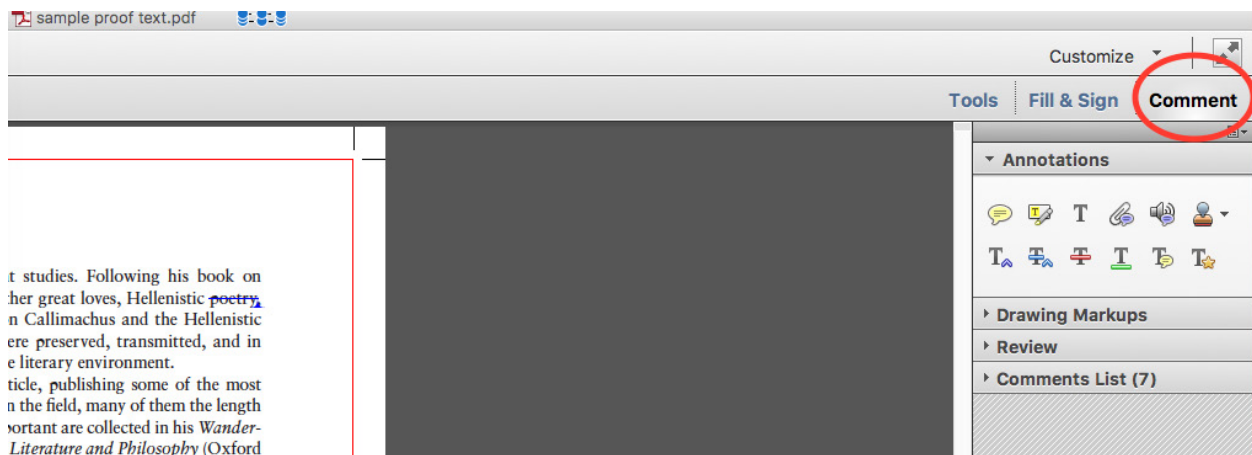
Q: Which tools should I use?

A: The preferred tools are circled below. Most often, you'll use Insert, Replace, and Strikethrough (Delete).
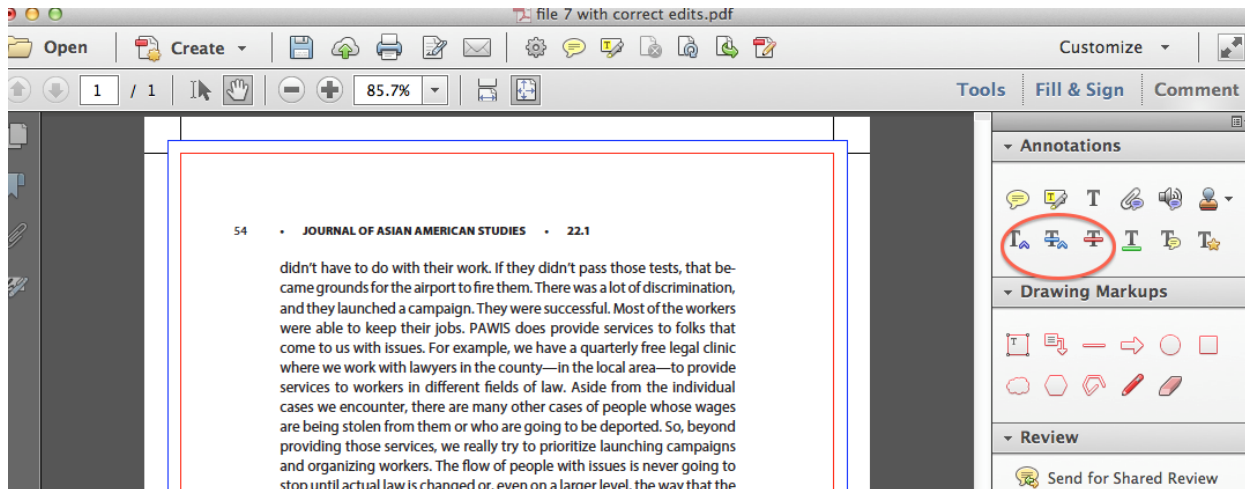
Acrobat DC differs a bit in looks:
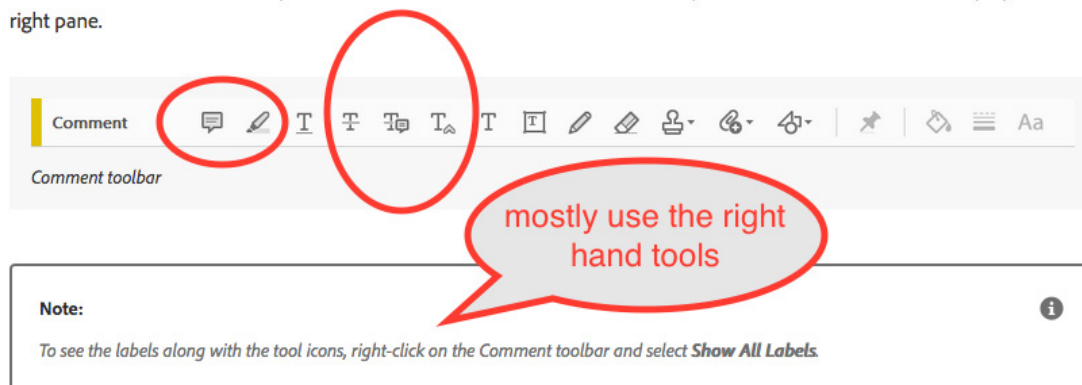
We are using a software tool that automatically inputs most corrections. It's mostly a matter of getting the concept that instead of writing out instructions, you simply input the correction. It's very much like paper proofs. You can do a lot with Insert, Replace (delete and replace), and Strikethrough (delete) tools. For example, instead of saying "change Bobby to Bobbie" in a balloon or note, the author/editor/proofreader should just use the Replace (=delete and replace) tool, striking out **Bobby** and typing **Bobbie**.

Use Highlight and Note tools sparingly. For some corrections, they are needed (e.g., wrong font, needs italics, move this picture to page 30). **These tools are in the lefthand circle in the DC picture, and above the circle in Acrobat XI or earlier.** An example where the Highlight Tool is acceptable is changing italics to roman (not italics), as shown here:

Note well: you can type Greek and other non-roman alphabet corrections into proofs. You can also delete other proofreaders' corrections if you find one you disagree with—just put your cursor over it and hit the delete button on your keyboard.

Q: What shouldn't I do?

A: We're glad you asked! See below.

Don't add explanatory comments in your correction.

For example, don't put "should be 'farmers' not 'migrants'" as shown here:

Do it this way instead:

If necessary, add a Note (using the Note tool) to your definitive correction, as shown:

Q: How can I see my corrections and check them over?

A: You can let your cursor hover over the correction mark and a Note will pop out:
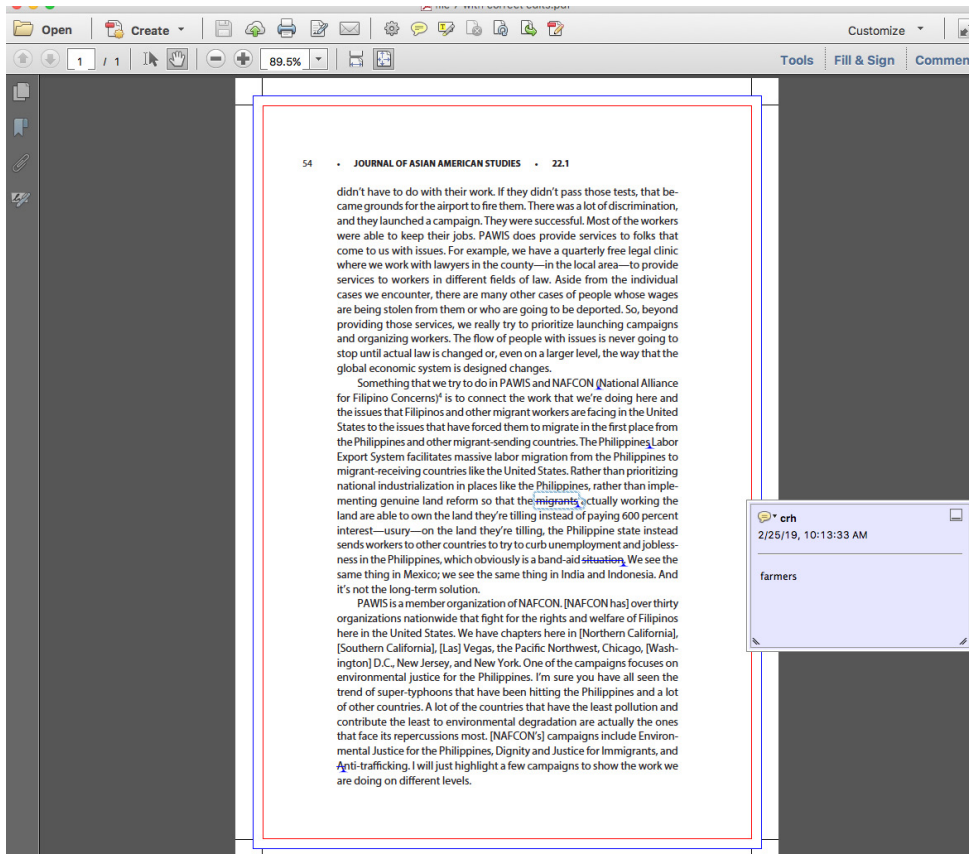
Or you can view the corrections in a side column by hitting Comment on the righthand side (notice the use of Insert or Replace tool for all corrections here).