File Guidelines

April 2015 (version 2.0)

Final PDFs

Project MUSE requires that publishers submit a complete set of final PDFs after blue line approval. Please be sure to submit the final, complete issue files. Corrections cannot be made to articles once published to Project MUSE. If a correction is necessary, it must be done through an erratum.

Include front matter, back matter, and a color PDF of the cover with the journal issue PDF file submission. Although Project MUSE does not convert this content to XML, 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.

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 gray-scale 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; subset fonts can result in XML conversion errors. Fully embedded fonts can reduce the number of errors.

Supplemental Material

Multimedia Audio and Video
Streaming audio and video can be added to online articles. Project MUSE requires materials to be hosted on Project MUSE servers because we cannot guarantee the availability of materials hosted on another site.

Audio files should be supplied as .mp3 files. Video files should be supplied as .mp4 part-10 (H.264) files. You must secure perpetual rights to content before sending it to Project MUSE for posting.

If callouts to the supplemental material are present in the print version of the article, Project MUSE will link that text to the supplemental material. Project MUSE can also add text links to the electronic article as needed.

Video files are displayed as a thumbnail (sized to 450px by 252px) within the article and play inline within the electronic article if the end user has the appropriate browser settings. If the user does not have the appropriate browser settings, she will be taken to an alternate page to view the media.

Audio files can be displayed with a thumbnail of either a generic audio icon or with one of publisher's choosing. Clicking on the thumbnail within the article will play the audio file.

Please contact Project MUSE if a URL needs to be specified in the print article pointing readers to supplemental materials. Project MUSE will provide this information.

Non-Streaming Files
Supplemental materials can be just about any format such as an Excel spreadsheet, Word document, or PDF.

File Size
Project MUSE does not set a file size limit; however, size will affect how easily users can access the media. When sizing your files, please consider that not all MUSE users have access to high-speed internet connections.

Naming Supplemental Material
Supplemental files must have names that are similar to the corresponding PDF article so that MUSE can easily identify which supplemental files go with which article PDF. Please add the appropriate suffix to the file name, using _audio, _video, _fig or _supp01 (for all other formats, ie: .doc, .xls, .pdf). The following examples illustrate acceptable naming systems:

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

QR Codes

If QR Codes are included in the print issue of the journal, please provide a Word file listing of the corresponding URLs that each code should link to as well as the page number on which they fall. This will aid MUSE in adding them to the XML article.

Please link the QR codes in the PDF to the appropriate URLs so that online readers of the PDF article can easily access the materials. Below are instructions on how to add a link within a PDF using Acrobat:

- Acrobat - Advanced Editing - Link Tool
- Highlight the QR Code, a Create Link panel will appear
- Link Type: Invisible Rectangle
- Highlight Style: None
- Link Action: Open a web page
- Click the Next button
- Enter the URL.
- Click OK
- Save the File.
- Test the link.

IMPORTANT NOTE: Project MUSE will NOT add QR codes to the online version if this information is not provided as specified. This information must be delivered at the same time as the rest of the PDF issue.

Abstracts and Keywords

If a journal has abstracts and/or keywords that are available outside of the regular print issue for each article, they may be submitted to Project MUSE for inclusion within the issue.

Abstracts/keywords must be submitted to Project MUSE at the same time that the final article PDFs are submitted. MUSE will accept abstracts/keywords in Word or PDF format. Abstracts/keywords may be submitted in a single file or in individual files, but a single file is preferred.

Files must be appropriately named to indicate volume, issue, and content (23.3_abstracts_keywords.pdf). If each article abstract/keyword is provided in individual files, files must be named to match the PDF article file naming (23.3smith.pdf; 23.3smith_abstract.pdf). Name the files according to author's last name so that it is easy to identify.

Abstracts/keywords may be provided in multiple languages. Be sure to include the article title and author name above each abstract/keyword entry. An example of a completed abstract/keyword file and a blank abstract/keyword template are provided below.

Project MUSE Abstract Submission Template

- If abstracts/keywords are available in multiple languages indicate similar below:
    Abstract (Lang: English):
    Abstract (Lang: French):
    Keywords (Lang: English):
    Keywords (Lang: French):
- Keywords should be separated by comma

_____

EXAMPLE:

Bulletin of the History of Medicine 88.4

Autopsy Issues in German Federal Republic Transplantation Legislation until 1997
Christoph Scweikardt

Abstract:

This article analyzes the relevance of autopsy issues for German Federal Republic transplantation legislation until 1997 against the background of legal traditions and the distribution of constitutional legislative powers. It is based on Federal Ministry of Justice records and German Parliament documents on transplantation legislation. Transplantation and autopsy legislation started with close ties in the 1970s. Viewing transplantation legislation as relevant for future autopsy regulation contributed to the decision to stall transplantation legislation, because the interests of the federal government and the medical profession converged to avoid subsequent restrictions on the practice of conducting autopsies and procuring tissues for transplantation. Sublegal norms were insufficient for the prosecution of the organ trade and area-wide transplantation regulation after the reunification of Germany. In contrast to autopsy issues, legislative power for transplantation issues was extended to the federal level by an amendment to the constitution, allowing decision making for Germany as a whole.

Keywords:

transplantation history, autopsy history, German health system, history of health policy

_____

Article Title:
Author:

Abstract:

Keywords:

_____

Article Title:
Author:

Abstract:

Keywords:

_____

Article Title:
Author:

Abstract:

Keywords:

PDF Creation Guidelines

November 2012 (version 1.5)

PDF Source File

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.

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

* **All PDFs must of 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.

Filenaming

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	

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)
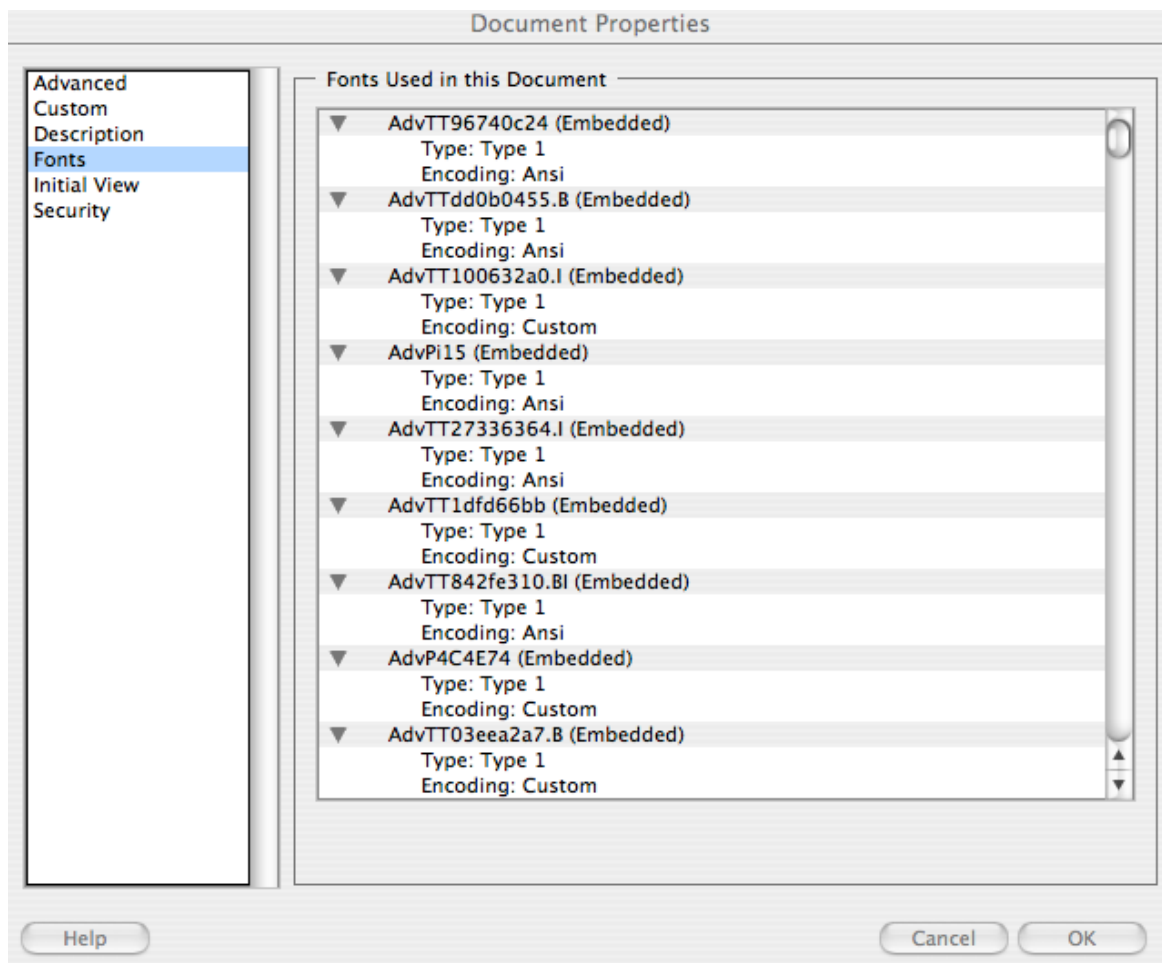
Page Display

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.

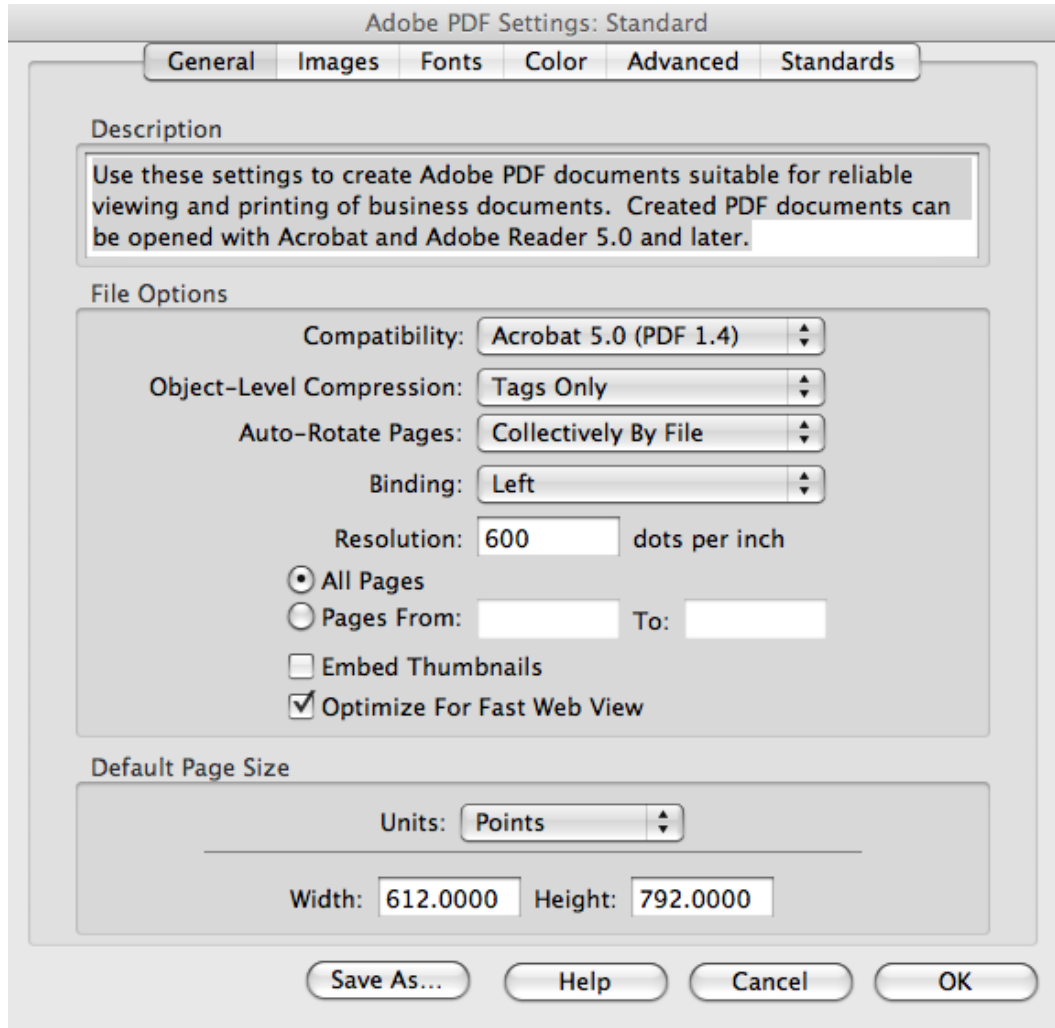in Acrobat > Tools > Commenting > Stamp

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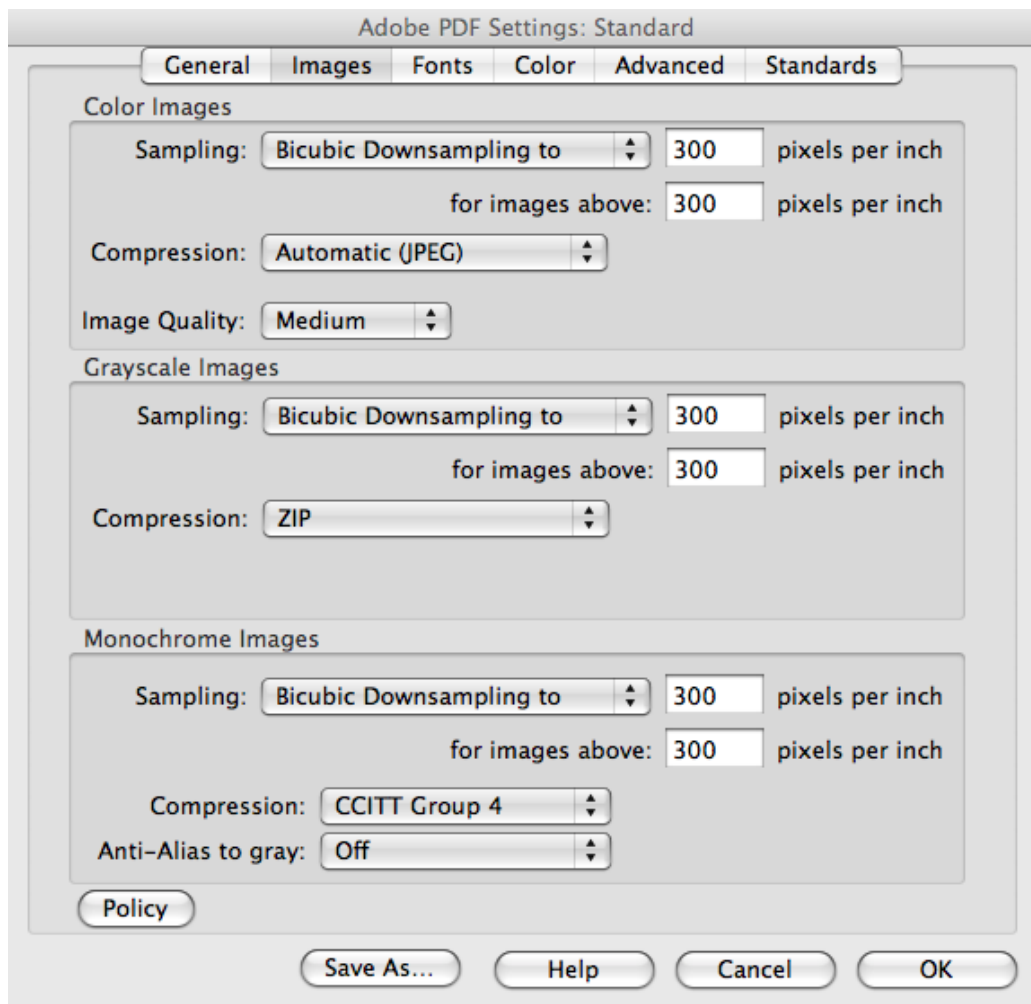
The main settings are for images: to downsample to 300 DPI, but only use ZIP and CCITT Group 4 compression; for fonts: to embed all fonts but **not to subset the fonts**; and for color: to convert all colors to RGB. Screenshots of settings follow:

General

Images

Adobe PDF Settings: Standard

General | Images | Fonts | Color | Advanced | Standards

Color Images

Sampling: Bicubic Downsampling to 300 pixels per inch
for images above: 300 pixels per inch
Compression: Automatic (JPEG)

Image Quality: Medium

Grayscale Images

Sampling: Bicubic Downsampling to 300 pixels per inch
for images above: 300 pixels per inch
Compression: ZIP

Monochrome Images

Sampling: Bicubic Downsampling to 300 pixels per inch
for images above: 300 pixels per inch
Compression: CCITT Group 4
Anti-Alias to gray: Off

Policy

Save As... | Help | Cancel | OK
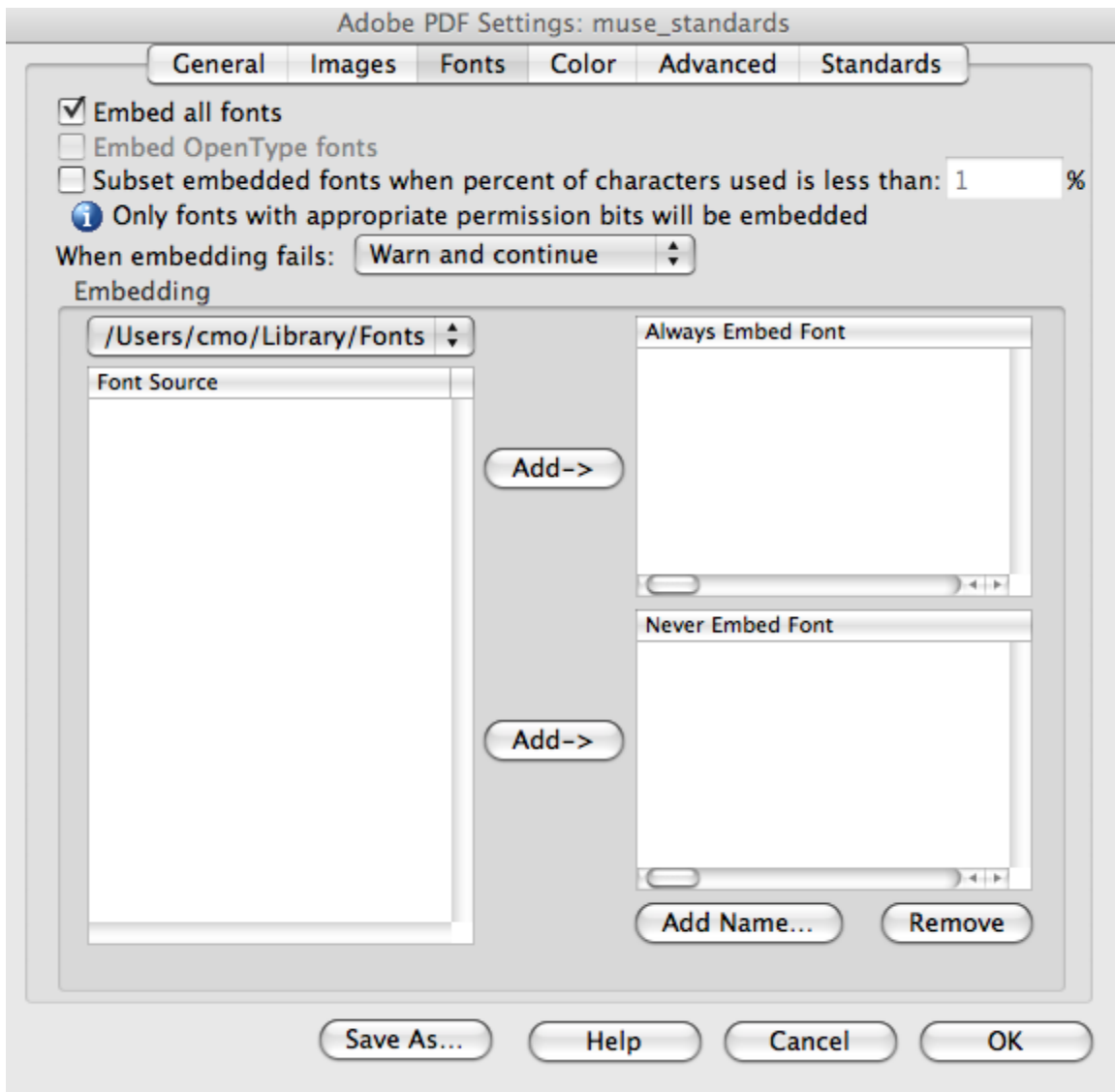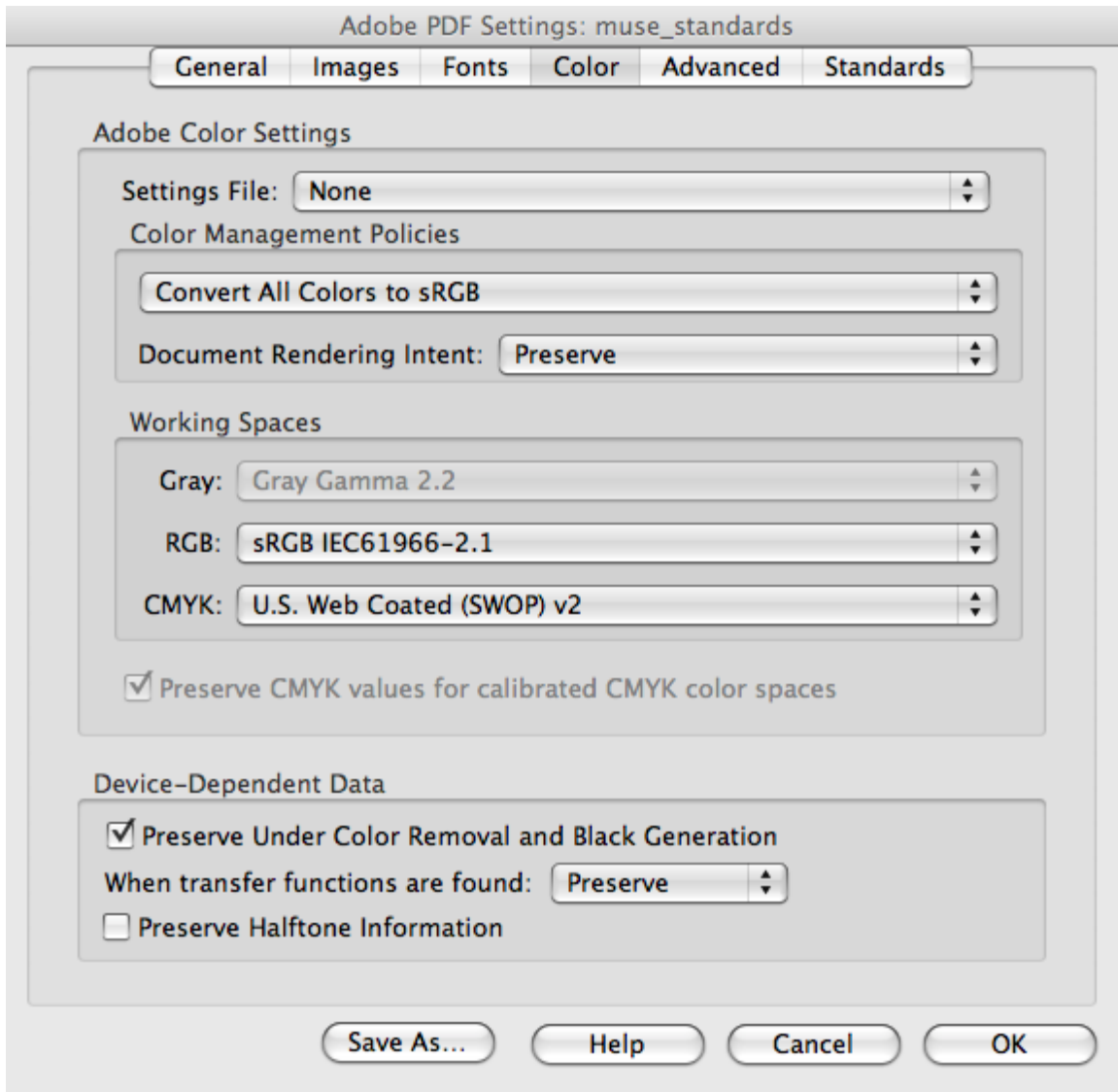
Fonts (do not subset)
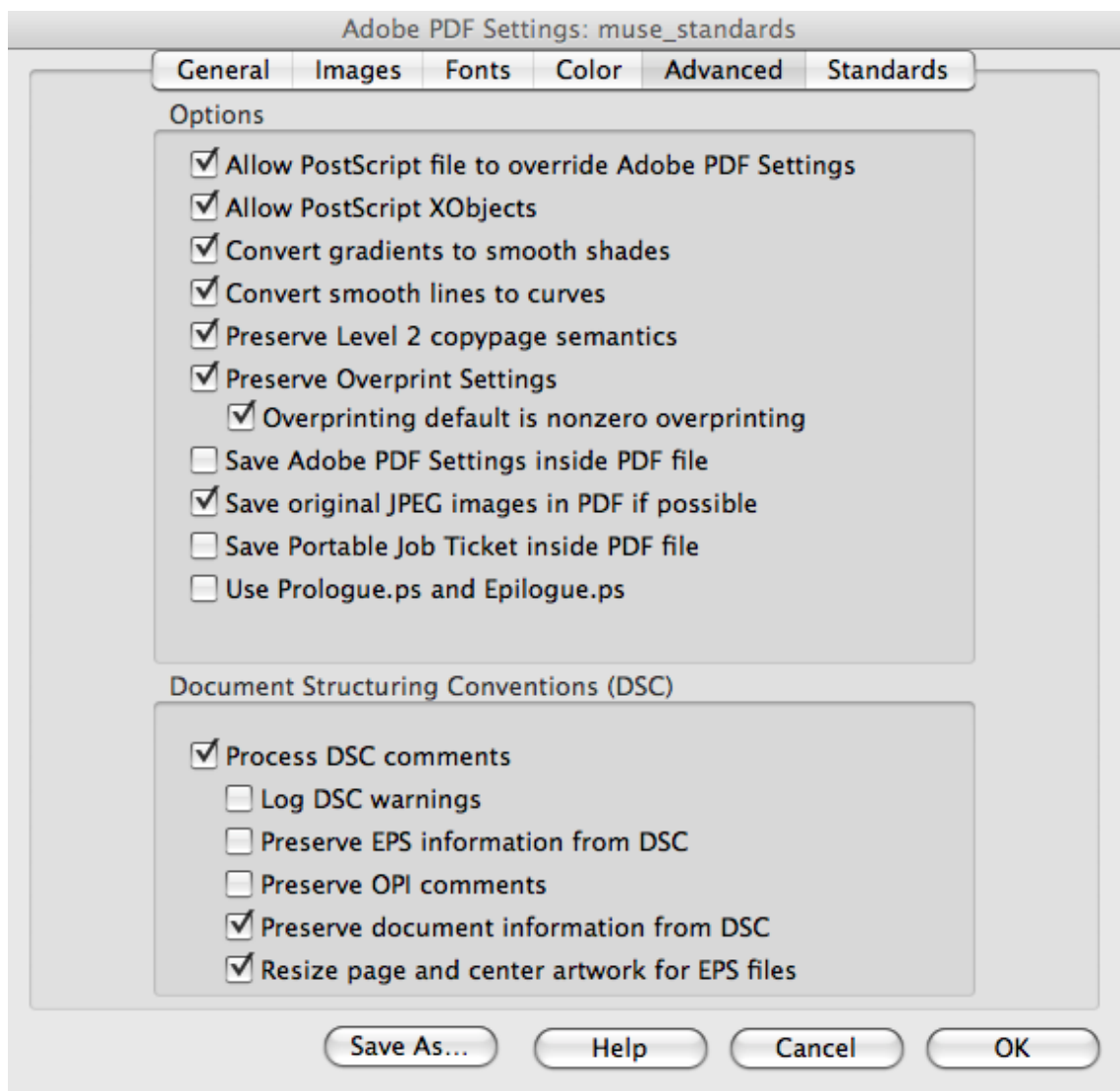
Make sure that "Subset embedded fonts when…" is unchecked and/or percent of characters used is set to 0% (1% if it won't hold 0%).

Color

Adobe PDF Settings: muse_standards

| General | Images | Fonts | Color | Advanced | Standards |

Adobe Color Settings

Settings File: None

Color Management Policies

Convert All Colors to sRGB

Document Rendering Intent: Preserve

Working Spaces

Gray: Gray Gamma 2.2

RGB: sRGB IEC61966-2.1

CMYK: U.S. Web Coated (SWOP) v2

☑ Preserve CMYK values for calibrated CMYK color spaces

Device-Dependent Data

☑ Preserve Under Color Removal and Black Generation

When transfer functions are found: Preserve

☐ Preserve Halftone Information

Save As...   Help   Cancel   OK

Advanced

Adobe PDF Settings: muse_standards

| General | Images | Fonts | Color | Advanced | Standards |

Options

- ☑ Allow PostScript file to override Adobe PDF Settings
- ☑ Allow PostScript XObjects
- ☑ Convert gradients to smooth shades
- ☑ Convert smooth lines to curves
- ☑ Preserve Level 2 copypage semantics
- ☑ Preserve Overprint Settings
  - ☑ Overprinting default is nonzero overprinting
- ☐ Save Adobe PDF Settings inside PDF file
- ☑ Save original JPEG images in PDF if possible
- ☐ Save Portable Job Ticket inside PDF file
- ☐ Use Prologue.ps and Epilogue.ps

Document Structuring Conventions (DSC)

- ☑ Process DSC comments
  - ☐ Log DSC warnings
  - ☐ Preserve EPS information from DSC
  - ☐ Preserve OPI comments
  - ☑ Preserve document information from DSC
  - ☑ Resize page and center artwork for EPS files

(Save As...) (Help) (Cancel) (OK)

Standards