



# WRRC Publications Multimedia Group

## Work Request

Project Name \_\_\_\_\_

Requestor(s) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Grant Agency \_\_\_\_\_

Contract/Grant No. \_\_\_\_\_

Contract deadline \_\_\_\_\_

\_\_\_\_\_ No. of reports to agency/author      \_\_\_\_\_ No. of CDs (pdf document) to agency/author

### Submittal date

Expected \_\_\_\_\_

Actual \_\_\_\_\_

### Completion date

Desired \_\_\_\_\_

Actual \_\_\_\_\_

### Manuscript

\_\_\_\_\_ Estimated no. of pages      \_\_\_\_\_ Actual no. of pages

Estimated no.: \_\_\_\_\_ figures      \_\_\_\_\_ tables

Materials provided:  hard copy       electronic file (format)

### Work requested

Editing       Binding

Formatting       Consult with editor

Design       Consult with designer

PowerPoint presentation       Other (specify) \_\_\_\_\_

Poster presentation      \_\_\_\_\_

Printing      \_\_\_\_\_

Approved for outside production services \_\_\_\_\_ signed

Account to be charged \_\_\_\_\_

Accepted by WRRC Editor \_\_\_\_\_ signed      Date \_\_\_\_\_

Date \_\_\_\_\_

### Project Priority \_\_\_\_\_

1. WRRC project reports for which there is a contractual deadline.
2. Other WRRC project reports.
3. Journal papers resulting from WRRC projects.
4. Conference presentations, programs, newsletters, brochures, etc.
5. Journal papers (from unsupported projects or from projects supported through other units of the university).

Project No. \_\_\_\_\_

### Submission Requirements

- TEXT  
Software: MS Word  
Please submit on CD, memory stick, or by email. A hardcopy printed from your file is requested.

- PHOTOS AND GRAPHICS  
Software: Photoshop, Illustrator, Freehand, PowerPoint, MS Word, Excel (graphs only)  
Please submit on CD, memory stick, or by email.

Original art is requested for scanned images. Art should be scanned at original size, resolution 300 dpi or higher, and saved as TIF or JPG.

Photos should be saved as TIF, resolution 300 dpi or higher. Submit all photos on a CD or memory stick.

Art for oversized posters and PowerPoint presentations should be saved as JPG, resolution 150 dpi.

Hard copies clearly marked with the figure numbers are requested with all files.

- SCHEDULING  
Please provide sufficient scheduling notice and allow reasonable time for the completion of any project. Projects submitted without sufficient scheduling notice or reasonable time for completion and in conflict with previously scheduled commitments may have to be refused.