



Document Submission Guidelines

Original materials can be submitted in either hard-copy or digital form.

Required for all submissions, digital or hard-copy

- 8.5x11 paper is preferred. Submissions cannot be larger than 11 x 17. (Please note: formats larger than 8 ½ x 11 will be reduced and some quality of the copy may be lost.)
- Font size of 10 point or larger is required (assuming standard page format). If reduction of the page is involved, 10 or 12 point fonts may be too small.
- A margin of at least 1" on all sides is required.
- Color submissions are accepted, though final reproduction will be in grayscale. Lighter color shades may be difficult to reproduce and should be avoided.

Required for digital submissions

- Recommended format: **PDF** (no compression, no encryption, fonts embedded and subsetted, no live hyperlinks).
- We cannot make formatting changes to documents after submission. All documents should be formatted as desired for final printing.
- Digital submissions often result in greater quality and shorter turnaround times for orders. Please contact your XanEdu Sales Representative or Account Coordinator for instructions.

Required for hard-copy submissions

- Hard-copy submissions can be photocopies, printouts from electronic files, or original bound materials. (Please note: clean photocopies in 8 ½ x 11 format are the easiest to process and will result in the shortest turn-around time for your order.)
- Caution: reducing scale during photocopying can reduce the quality of the image.
- Check your document to ensure that no pages are missing.
- Items and pages must be in the order required for the final CoursePack.
- Divider pages, if needed, must be included and clearly marked.
- All materials must come in one packet. This prevents confusion and materials being left out.
- Landscape photocopies of side-by-side book pages are allowed. The recommended maximum book size is 6x9 for this format. Attempting to reproduce larger books will not yield images of usable quality.
- Caution: photocopies from thin paper (such as newsprint) can often result in 'bleed-through', where the reverse side text appears in the photocopy or scan.
- Do not cut out materials and reformat with glue or tape. Materials submitted should be in their original layout.
- All documents should be submitted with an order form.
- Submissions must include complete production and bibliographic information.
- A reading list with complete information can be attached to the order form in lieu of filling in the citation portion of the form. (Check that your reading list citations are complete.)

Note the presence of any inserts or special production needs on the order form or reading list. This is particularly important when submitting original bound materials instead of a facsimile of the complete CoursePack.