

Reader Submission Information - Spring Semester 2010

Dear Members of the Faculty,

In this document we will briefly explain the procedure for the forthcoming Spring Semester 2010.

Master copy pick-up is scheduled for January 20 - 27.

1. Reader Order Form

Please print the attached "Reader Order Form - Spring 2010" and provide *all* the required information about your course. This document serves as the **official order/request** for producing your reader, including the distribution of your free copies.

→ Only master copies with completely filled Reader Order Forms can be processed. This form needs to be submitted together with your reader master copy.

2. Submit Your Master Copy

Please **send us an email** to info@pulse-copy.com when the master copy with the filled out Reader Submission Form is prepared for pick up.

You can provide us with a time, most convenient for you, for one of our staff to come and pick up the reader from you. Alternatively, you can simply drop the materials in our box in the Research IV mailing room.

Our production period begins **January 20th**; we kindly request that master copies be submitted before **January 27th**. Master copies submitted after this deadline will likely only be available for purchase *after* the beginning of classes.

Should this timeframe be inconvenient for you, please let us know in advance and we will try to arrange an alternative procedure.

3. Master Copy Format

To guarantee the quick and efficient semi-automated production of your readers, we kindly request you to prepare your master copy in the following way:

- loose *single*-sided copies in **DIN A4** format (**do not staple copies together**) OR
- loose *double*-sided copies in **DIN A4** format
- the original copies should only be printed on *white* paper
- all pages should ideally have a minimum margin of *10mm* to allow for binding and our added page numbers (smaller margins might leave your text illegible!)
- should separation sheets be needed, the location of chapters is clearly indicated (e.g. through cardboard separators – please do *not* use transparencies or staples)

For technical reasons, **we cannot accept and process** any of the following:

- hand-clipped paper snippets of formats other than DIN A4
- glued 'collages'
- crumpled pages, dog-ear pages, or torn-out pages from former readers
- stapled chapters
- mixed one-sided/double-sided master copies

Pulse Copy Services

Creative Solutions

Please note: Master copies submitted in a non-machine-readable format (i.e. with one or more of the above technical problems) may either be refused or processed at additional costs to the submitting party. Please contact us if you are unsure.

Digital submission (via PDF) of your reader materials is of course possible and indeed preferred. Contact us for more information.

Finally, we would kindly like to ask you to only submit master copies which are in their absolute **final version**. Following submission to us, we cannot change any of the reader's content. Additional editing work will only increase the purchasing price for students.

4. Release for Printing

Within 48 hours after receiving your master copy (in the abovementioned period), we will bring the scanned and bound reader prototype we have created for your perusal in order to assure that everything is as it should be. Thence with your signature of approval printing of the reader for students may begin.

- Should we receive neither confirmation nor request for modification from you (or your instructed TA) within 2 business days after providing the confirmation copy, the reader will be considered as confirmed and the printing cycle will commence.
- Please understand that the counter Release for Printing procedure does not allow for alterations to the reader's content as this would add disproportionate work to our procedure. Please check prior to submission that the content is as desired and that all pages have the abovementioned minimum margin.

5. Free Copies

Each submitted reader entitles to two free bound copies. It is the choice of the submitter on how they should be used. While the first copy is most commonly used by the instructor, the other copy can be given to IRC course reader reserve, a second instructor, or a Teaching Assistant. Should you require additional copies, we will of course produce and deliver them to the specified parties to the standard retail price.

First possible reader purchase date for readers submitted in time will be February 1st. We guarantee that all readers submitted within the specified period will be available for students by this date. In case you require an even earlier availability for students to acquire your course material, please let us know in advance. (e.g. for graduate courses)

As throughout the academic year, we are open daily from 19:00 - 01:00.

Our offices are located in the Student Activity Center, rooms 101-103. General information about our services is always available at www.pulse-copy.com. Information for students about opening hours and our other products can be found at www.pulseexpress.com. Please do not hesitate to contact us for clarification, further inquiries or comments at info@pulse-copy.com.

Sincerely,

Martin Hunka

Manager Print & Reader Production | Pulse Copy Services