



# S.A.G. EDITOR INSTRUCTIONS

S.A.G. name \_\_\_\_\_

Editor \_\_\_\_\_

Date sent \_\_\_\_\_

Date received at MTS \_\_\_\_\_

## PUBLICATION TYPE

Journal

Volume \_\_\_\_\_ Copy date \_\_\_\_\_

Issue \_\_\_\_\_ Mailing date \_\_\_\_\_

Newsletter

Issue \_\_\_\_\_ Copy date \_\_\_\_\_

Mailing date \_\_\_\_\_

## CONDITION OF PUBLICATION

Camera ready. Just photocopy it.

Assembly needed. Specific instructions have been written on the appropriate article.

### Submitted via:

E-mail  Disk

## PROOFREADING

Call me to proofread. My number is: \_\_\_\_\_

I cannot proofread this time. Proofreading will be done by: \_\_\_\_\_  
Please call: \_\_\_\_\_

Courier a proof copy to me and debit my group's budget allocation.  
I would like it couriered to: \_\_\_\_\_  
\_\_\_\_\_

Fax me a proof copy to: \_\_\_\_\_

## MAILING

### Inserts

No  Yes

How Many? \_\_\_\_\_

### Labels

- Current paid members only (2006-2007 school year)
- Last year's unpaid members (2005-2006 school year)
- Last Issue** label for 2005-2006 unpaid members (Not renewed)

(Additional cost of \$5.00 per 100 labels)

**Special mailing instructions** \_\_\_\_\_

## PRINTING

### Cover Colour

- White  Blue  Buff  Goldrenrod
- Orchid  Yellow  Green

**Special Instructions** \_\_\_\_\_

### Extra Copies

Number of extra copies \_\_\_\_\_

I will pick up. Call me at: \_\_\_\_\_

Courier to me and debit my group's budget allocation.  
Courier to: \_\_\_\_\_

Mail to me and charge my group's budget allocation.  
Mail to: \_\_\_\_\_