SHERIDAN
AUTO SUBMIT

FILE ORGANIZATION

All pages for the issue must be represented with the print PDF delivery. Pages must be ordered sequentially relative to issue pagination. Blank pages must be included. Ad pages must be included*.

* If Ads cannot be included with the print PDF delivery, then two requirements must be met:
   1. Ad placeholders must be included sequentially within the supplied print files. (See example "A")
   2. There must be communication with the Account Manager explaining the Ad submission/placement requirements.

One example of sequential pagination would be to prepend PDF file names with padded sequence numbers.
(See examples "A" and "B")

Example A:	01_covers.pdf
	02_fmi-fmiv.pdf
	03_fmv.pdf
	04_1-13.pdf
	05_Blank.pdf
	06_15-24.pdf
	07_Ad_ToCome.pdf
	08_26-32.pdf
Example B:	01_covers.pdf
	02_text.pdf

FILE MANAGEMENT

Enclose print PDF files within a parent folder, named as:
[publisher acronym]_[volume]_[issue] (example: rem_18_3)

Zip compress the parent folder as:
[publisher acronym]_[volume]_[issue].zip (example: rem_18_3.zip)

Non-print files should be supplied directly to the Account Manager* independent from the print file delivery.

   * If any non-print files are required to be delivered with the print PDF files, they must be located in a subfolder named non-print_files within the parent folder.

FILE SUBMISSION

Upload the issue ZIP archive to the designated secure Auto-Submit FTP directory.

Perform only a single upload for each publication issue.

If a job must be re-submitted for any reason, the compositor must contact the Account Manager ASAP.
This communication must take place prior to the re-submission of a job.

CORRECTIONS

Subsequent correction files, if necessary, may be submitted to the same Auto-Submit FTP directory as the original print files. When submitting correction files, append filenames with "_cx". (See Example C)

For Blueline FIle submission, follow the same Parent Folder Management listed above.

Example C:	p12_cx.pdf
	p179-185_cx.pdf
	fmiii_cx.pdf