

INSTRUCTIONS

Preparing your Presentation for Inclusion in the PROCEEDINGS of the Cogan Society 2010

1. Only digitized material can be accepted, with text preferably as an MS document.
2. You may submit your text and graphics to me on a CD at the time of the meeting. Text need not fit any rigid format. It will be edited to conform to a uniform format.
3. Any illustrations you would like to include with your essay in the *Proceedings* should be included as JPEG graphics or doc. separate from the text. Illustrations will be reproduced in grayscale. A surcharge of \$75/page applies to any author who wishes their illustrations to be printed in color.
4. If you have spoken directly from your PowerPoint slides, and do not wish to be represented in the *Proceedings* more formally, prepare an abbreviated digital typescript of the text material and the illustrations (as JPEGs) that were used to make the PP slides. I prefer not to work from the PowerPoint presentation itself since this increases significantly the time needed to standardize the format. Slides with graphics that were acceptable when projected are often not so when printed unless greatly magnified and this increases printing costs.
5. If you are unable to submit the CD with text and graphics at the time of the meeting, please mail within 2 weeks of the meeting to

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6. Include your current email address and home phone number
7. Historical papers that members have published in peer-reviewed journals in the two years or so may be included in the PROCEEDINGS if submitted in an MS format with JPEG graphics. I invite authors that can submit such articles to do so as an extra benefit to COHS members, and responding to a special request by me and not to any internal megalomania.