INSERT REQUIREMENTS

2 PAGE, SINGLE LEAF

ALL LIVE MATTER
1/4" FROM TRIM EDGES

TRIM SIZE — 8 1/8"
SUPPLIED SIZE — 8 3/8"

TRIM SIZE — 11 1/8"

4 OR MORE PAGES

ALL LIVE MATTER
1/4" FROM TRIM EDGES

TRIM SIZE — 8 1/8"
TRIM (fold edge) — 1/4"
SUPPLIED SIZE — 16 3/8"

OTHER SPECIFICATIONS

Quantity Required
- 38,000 (includes average)

Paper Stock
- Heaviest: 80-lb text
- Lightest: 60-lb text

Finishing
- Inserts should be supplied folded and/or tipped
- Journal jogs to head

Non-Standard Inserts
The following types of inserts must be approved by the publisher:
- Gatefold
- Z-fold
- Flap inserts
- Any inserts with a unique design

Questions
- Primary Contact
  David Twombly
  e-mail: dtwombly@psychiatrist.com
  Phone: 901-273-2754
- Secondary Contact
  Sarah Brownd
  e-mail: sbrownd@psychiatrist.com
  Phone: 901-273-2709

DUE DATES

Year | Issue Month | Materials to Printer
--- | --- | ---
2016 | December | 11-22-16
2017 | January | 12-22-16
| February | 1-20-17
| March | 2-22-17
| April | 3-22-17
| May | 4-21-17
| June | 5-22-17
| July | 6-22-17
| August | 7-21-17
| September | 8-22-17
| October | 9-22-17
| November | 10-20-17
| December | 11-22-17
2018 | January | 12-22-17

CONTACT & SHIPPING INFORMATION

EXTENSIONS
- Primary Contact:
  David Twombly
  e-mail: dtwombly@psychiatrist.com
  Phone: 901-273-2754
  Fax: 901-273-2752

SHIP INSERTS TO
- Sheridan NH
  Attn: Lisa Davis
  69 Lyme Rd
  Hanover, NH 03755
  Phone: 603-643-2220

LABEL SKIDS
- Each box must be marked with the following information:
  - Journal name: Journal of Clinical Psychiatry
  - Month of insertion
  - Product name

NOTE
- The printer will reject inserts shipped COD.