



LAURA JULIER, EDITOR

434 FARM LANE, RM. 235
MICHIGAN STATE UNIVERSITY
EAST LANSING, MI 48824
USA

TEL: 517-355-2400

FAX: 517-353-5250

julier@msu.edu

www.msupress.msu.edu/journals/fg



*MSU is an affirmative-action,
equal-opportunity Employer.*

8 October 2012

Dear Contributor,

We are ready to begin production for *Fourth Genre* 15-1. To expedite the production process, please plan for and carefully follow these pre-production steps and observe the important deadline, which will ensure timely publication.

Deadline: November 1, 2012

You'll need to do the following in order for your piece to be included in this issue:

- 1) Send an email to genre4@msu.edu, with the following:
 - Microsoft Word .doc file of your finalized, carefully proofread essay (see below about making changes after this point!)
 - Author bio: one *brief* paragraph
 - Author Checklist, which includes contact information for you: home address, email address, phone & fax numbers
- 2) Mail the Author Checklist and the signed Author Publishing Agreement to

Fourth Genre
434 Farm Lane, Rm. 235
Michigan State University
East Lansing, MI 48824

Or you may FAX it to the number to the left.

On or before **November 21**, you will receive an email notifying you that the typeset page proofs of your manuscript have been prepared. This message will contain instructions on how to log into and use Collaborative Web Proofing, an online system that will allow you to view and approve your proofs.

Corrections on page proofs may also be proposed at this time, but they must be minimal, which is to say a word here or there, or grammar-based revisions. Any changes more than that will incur a cost to you of \$10 per line. You will need to accept the proofs or submit changes by **November 28** via the online system.

To prepare for reviewing your proofs, please ensure that Adobe® Reader has been downloaded to your computer. Please visit get.adobe.com/reader for a free download of this application if necessary.

I look forward to receiving your manuscript on or before **November 1, 2012**.

Best regards,

Laura Julier