



# PDF Quality Control Standards

## A Guide to PDF and Print Submissions for RAFT

**I: Digitally Generated PDFs (“Print-ready PDFs”, or PDFs originally created by a computer, never scanned from print)**

### PDFs should always

- be an exact representation of the original content, containing all original text, footnotes, musical examples, tables, charts (i.e., no missing or erroneous fonts, orphaned headings, image placeholders, etc.)
- OCR or PDF text layer, if present, at 99.6% accuracy or above, with correct language(s)/character set(s) selected

### PDFs should never

- contain auto-generated headers and footers not in the originally published content (these are generated when PDFs are printed or when PDFs are created from HTML-format content; sometimes they contain the time/date of printing, or extra publisher info)
- contain pixelated or blurry images, charts, diagrams, or music examples
- contain PDF sticky notes (PDF editing notes)
- contain crop marks
- contain aggregator copyright notices (e.g., JSTOR or ProQuest); these are someone else’s legal property and we must retrieve PDFs from a different source
- be in spread format  
**Exception:** We will accept spreads for covers (front cover and back cover together on a single PDF page)

### What to submit

- front cover and back cover (even if blank)
- inside front cover and inside back cover (even if blank)
- all front matter (including tables of contents, mastheads, etc.)
- all back matter (including indexes, directories, author biographies, etc.)
- all advertisements
- all articles
- all reviews (including book, recording, concert, etc.)
- scans of any inserts or fold-out items included with the original print publication, if a print-version of the publication coexisted; send the original print itself as well, unless it is unavailable due to rarity or age  
If the original print of an insert can only be loaned due to rarity or age, let us know when this item should be returned if needed promptly
- any other miscellaneous material not specified above

## II: Scanned PDFs (i.e., PDFs scanned from print journals)

### PDFs should always

- be scanned using scan settings that best reflect the appearance of original journal (in most cases, high sensitivity grayscale or color scans)  
**Note:** Covers should be scanned in color. Journals with sporadic color text/images may be scanned primarily in grayscale if the pages are white with black text, but any pages with color content must be scanned in color! Never scan in black and white.
- be of uniform width and height within a journal volume
- have a resolution of at least 300 dpi
- provide the best possible visual representation of the original print publication within reasonable technical limitations

### PDFs should never

- be dirty from other bits of dust, hair, or other debris on the scanner or page during the scanning process
- contain data beyond the edge of the journal page, (e.g., other pages in the journal, an image of the scanner itself, a hand, crop marks, color bars, or file information in bleed/slug area) or require cropping for any other reason
- show lines or jagged edges from ripped pages
- have text, images, or any other content cut off or missing from the PDF
- have images scanned too light, too dark, or otherwise unclear (e.g., blurry)
- be in spread format
- contain gutter shadows  
**Exception:** If PDFs were scanned non-destructively from a tightly bound book, and/or the binding is wide, it might have been difficult (or impossible) to avoid gutter shadows, even when using special archival-grade scanning technology
- contain MS marks (e.g., writing, marks, ink blots, scribbles, doodles)  
**Exception:** Old and/or rare journals
- contain bleed-through (ink showing through from the other side of the page, or other pages in the journal)  
**Exception:** Unusually thin paper may make bleed-through impossible to avoid, even when using special archival-grade scanning technology

### What to submit

- every issue in the journal run (unless there is an exception in the license agreement)
- all inserts included in the original publication
- all special issues
- all supplements
- all appendices
- all indices

## III: Print Journals

### Journals should always

- be an exact representation (no photocopies) of the original content, containing all original material (including inserts; see more on this below in the “What to submit” section)

### Journals should not (within reason)

- contain rips, stains, stickers, water damage, writing, erased marks or other hindrances to clean PDF scanning; please provide the best quality journals you have on hand so we can reproduce beautiful PDF scans of your content! (some journals are old and/or rarer, and in such cases journals may unavoidably contain the above problems)

### What to submit

- every issue in the journal run (unless there is an exception in the license agreement)
- all inserts included in the original publication
- all special issues
- all supplements
- all appendices
- all indices