

Reprint Articles from Chatgris Press

Gary M. Smith has written more than 100 articles for 34 technical, trade, and scientific journals on topics such as Scientific/Technical Communication, Book Publishing, Journal Management, General Business, and Driving Safety. Some articles were written as promotionals for his books, others as features for renowned periodicals. Select articles now are available on an individual reprint basis.

Mr. Smith is the author of books such as the internationally selling *The Peer-Reviewed Journal: A Comprehensive Guide through the Editorial Process*, which is used for scientific journal and trade magazine management in more than 14 countries. Other pioneering texts include *Publishing for Small Press Runs—How to Print and Market from 20 to 200 Copies of Your Book*, which is used as the classroom text for a college course conceived, developed, and taught by the author; *From Bean to Brew—A History of Coffee and Coffeehouses*; *Operating Procedures for Association Chapters and Committees*, and *The Complete Guide to Driving Etiquette*.

Fill in the Quantity box on the right of the lists, complete the form at the bottom, and mail with your payment to Chatgris Press. All articles are delivered Priority Mail with Delivery Confirmation to ensure efficient and expeditious handling.

BOOK PUBLISHING			
Item	Title	Price	Qty
BP-1	A Procedure for Filling Book Orders – The Key to Good Customer Service. 2 page	\$1.00	
BP-2	Fuel That Burning Desire: Add Value To Your Books With CD Supplements. 2 pages	\$2.00	
BP-3	Publishing Course At the University of New Orleans. 1 page	\$1.00	
BP-4	Print on Demand Machines Revolutionizing Book Publishing and Distribution. 7 pages	\$7.00	
BP-5	Digital Photoreproduction for Documents and Books. 3 pages	\$3.00	
BP-6	Metaphors While-U-Wait: Making Space in Bookstores for Print on Demand. 4 pages	\$4.00	
BP-7	Print Books and Conference Materials Only When You Need Them. 2.5 pages	\$2.50	
BP-8	On Demand Publishing—Strategies for Printing on Demand and Point of Purchase Book Manufacturing (Conference Presentation). 43 pages	\$42.95	
BP-9	News for Authors—POD Isn't Quite Carte Blanche. 1.5 pages	\$1.50	
BP-10	Amazon Ends Special Orders. 1.5 pages	\$1.50	

JOURNAL MANAGEMENT			
Item	Title	Price	Qty
JM-1	Authorship and Guidelines. 1 page	\$1.00	
JM-2	Authorship Conflict. 2 pages	\$2.00	
JM-3	Developing and Managing an Effective Peer-Review. 7 pages	\$7.00	
JM-4	E-mail: An Expedient or Impractical Method for Reviewing Manuscripts? 2 pages	\$2.00	
JM-5	Making the Peer Review Process Work for Your Publications. 4 pages	\$4.00	
JM-6	Manuscript Tracking: From Submission To Acceptance. 2 pages	\$2.00	
JM-7	Standard Operating Procedures – Part 1. Developing Usable Submission Guidelines. 4 pages	\$4.00	
JM-8	Standard Operating Procedures – Part 2. Mandating Adherence To Submission Guidelines. 7 pages	\$7.00	
JM-9	The Revision Process: Responding To a Peer Review. 8 pages	\$8.00	
JM-10	The Role of Managing Editor: An Overview. 5 pages	\$5.00	
JM-11	Training Tomorrow's Journal Managers. 1 page	\$1.00	

JOURNAL MANAGEMENT			
Item	Title	Price	Qty
JM-12	Conducting an Effective Peer Review. 7 pages	\$6.00	
JM-13	Developing and Managing an Effective Database for Manuscript and Reviewer Tracking. 4 pages	\$3.00	
JM-14	Revising a Manuscript after a Peer-Review. A Primer for First-Time Authors. 3 pages	\$2.00	
JM-15	Smoothing and Speeding the Journal Review Process, 2 pages	\$2.00	
JM-16	When the News is Bad. How to Gracefully Reject an Article, 3 pages	\$3.00	

SCIENTIFIC/TECHNICAL COMMUNICATION			
Item	Title	Price	Qty
S/TC-1	Certification for Technical Communicators. 2 pages	\$2.00	
S/TC-2	What is a Scientific Communicator? 2 pages	\$2.00	
S/TC-3	Developing Style Manuals That Work for Your Environment. 4 pages	\$4.00	
S/TC-4	The Deprogramming of Language. 2 pages	\$2.00	
S/TC-5	From Technical Writer to Scientific Communicator—and Back. 4 pages	\$4.00	

GENERAL BUSINESS			
Item	Title	Price	Qty
GB-1	Key Words List a Plus for Job Seekers. 2 pages	\$2.00	
GB-2	Eleven Commandments for Business Meeting Etiquette. 1 page	\$1.00	
GB-3	Job Titles Can Boost Esprit de Corps. 1 page	\$1.00	
GB-4	Sixteen Suggestions for Ensuring Successful Videoconferences. 2 pages	\$2.00	
GB-5	Twenty-Two Rules for Cubicle Etiquette. 3 pages	\$3.00	
GB-6	Compact Discs or Zip Disks? A Comparison of Storage Media. 3 pages	\$3.00	
GB-7	The Résumé: Is It Thorough Yet User Friendly? It Can Be Both. 8 pages	\$8.00	
GB-8	Organization Management—Developing and Managing the Local Chapter of a Professional Association. 4 pages	\$4.00	
GB-9	Adobe Acrobat's PDF in a Nutshell. 6 pages	\$6.00	
GB-10	Procedure for Linking Figure and Table Captions to In-Text References. 4 pages	\$4.00	
GB-11	Pleading Your Case for Professional Development. 3 pages	\$2.00	

DRIVING SAFETY			
Item	Title	Price	Qty
DS-1	Driving Etiquette: Tips for Safer Drivers. 1 page	\$1.00	
DS-2	New Book Aims To Curb Bad Driving Habits. 2 pages	\$2.00	

BOOK REVIEWS			
Item	Title	Price	Qty
BR-1	Pocket Guide to Technical Writing. 1 page	\$1.00	
BR-2	Scholarly Journals at the Crossroads. 1 page	\$1.00	

Order Form

Subtotal	_____
Tax (5% New Orleans; 4% LA)	_____
Shipping	\$5.35
TOTAL	_____

Make check or money order payable to **Chatgris Press** and mail with this completed form to the address below.

For additional information, contact **Chatgris Press** at 504-251-6676, 504-895-2352 fax, or Chatgrispress@ChatgrisPress.com.

Ship Order To

Name: _____

Title: _____

Address 1: _____

Address 2: _____

Address 3: _____

City: _____ State: _____

Phone: _____ Fax: _____

Email: _____

CHATGRIS PRESS
PO BOX 15092
NEW ORLEANS LA 70175-5092