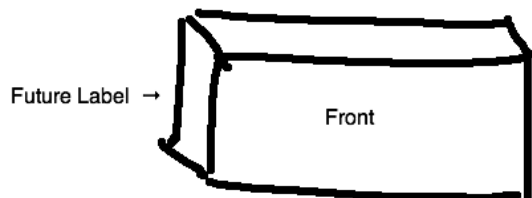


Procedure for making a publication box
GLADYSZ Research Group
July 2017

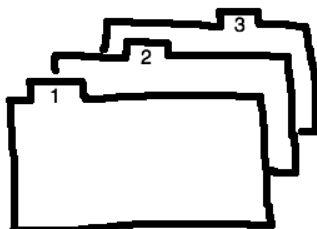
1. Place a label of the publication reference (title, authors, etc.) on the left edge of the box, with the front facing forward. As the label on a book, this is as if it's the spine of a book when the box is on a shelf.



2. Write the reference number in pencil on the tab of a manila folder (allows for change).



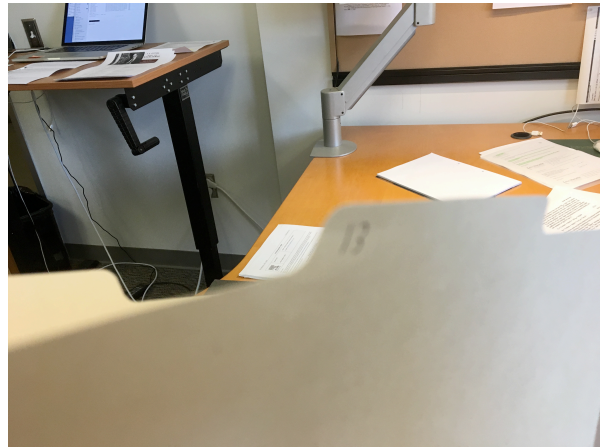
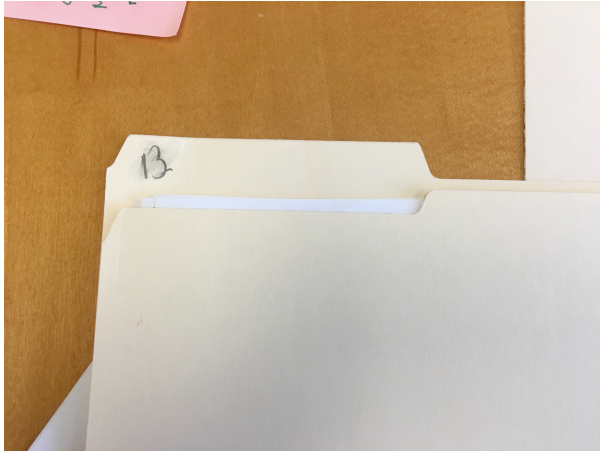
3. Arrange folders from #1 in front to the back, with the references inside.



4. The last label should say, "not cited".
5. The next to the last label should say, "emails, notes, key spectra".
6. Make certain the label is securely attached (see separate handout, "how to label something") The example in the photograph below is highly deficient.



- (7) The first photograph is a detail shot "where to write the number in pencil on the folder" (side of tab that is interior to the folder). The second photograph is "where NOT to write the number on the folder" (side of tab that is exterior to the folder)



- (8) Some people asked to make these boxes seem to make every possible error. The photograph below shows how NOT to insert the folders into the box (upside-down forbidden).

