



Acceptance of Advertising

A written insertion order is required for all advertisements. All advertisements are subject to approval. The University of Chicago Press reserves the right to reject advertising for any reason. The advertiser and/or its advertising agency are entirely responsible for the lawfulness of all ad content and for conformance to government regulations of advertising.

Ads should be submitted by email as print-ready PDF files with embedded fonts and images. Please refer to 2014 Advertising Rate Sheet for available positions and specifications for each journal. Ads must be submitted in black and white unless otherwise indicated in 2014 Advertising Rate Sheet.

Cancellations of reserved ad space are not accepted on or after insertion order deadline.

Rates & Agency Commission: Please refer to 2014 Advertising Rate Sheet. All rates noted in the rate sheet are GROSS. A 15% agency discount will be allowed to advertising agencies.

Payment is due 30 days from invoice notice. The University of Chicago Press has the right to hold the advertiser and/or its advertising agency jointly and severally liable for monies due and payable to the publisher.

Please submit a copy of your ad with this form to:

Advertising Coordinator
j-advertising@press.uchicago.edu
Phone: 773.702.0224
Fax: 773.834.3480

Insertion Order Form

Advertiser

Company name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email: _____ Fax: _____

Agency

Company name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email: _____ Fax: _____

Insertion Instructions

Publication(s): _____

Issue(s): _____

Ad Size: _____ Position: _____

Material to be supplied **OR** Repeat previous ad

Production Contact: _____ Phone: _____

Email: _____ Fax: _____

Billing Instructions

Gross Amount : \$ _____ Net Amount: \$ _____

Please refer to 2014 Advertising Rate Sheet

Less 15% agency discount or other applicable discount (please specify below):

Send invoices to: Advertiser Agency Purchase Order #: _____

Signature _____ Date _____

Name (print or type)