

**Titles for publications:**

MUST be entered in Title format which means main words capitalized. ARIS will generate the title into the citation EXACTLY how it is entered into the Title field. If the title is not entered in title format, it will be returned to you to correct it. For the 115s entered with titles not in title format, these must be changed at the time the citation is generated.

**Non-ARS authors:**

You can no longer type in the institute for non-ARS authors. You will have a LOV (list of values, like many other choices currently in ARIS) to choose from. If the institute is not in the LOV, you will have to request a code just like you do now for journals. Include complete name for institute, acronym if there is one, along with address (city, state, zip and country). Convert foreign institutes into English.

**115s submitted after journal/publication submission:**

Effectively immediately - ALL 115s that are submitted after the article has been submitted for publication must include a justification as to why the 115 is late. If the remarks do not include this justification, they will be returned to have the justification added.