

MANUSCRIPT SUBMISSION CHECKLIST

(Use only for final manuscripts under contract)

Author/Editor: _____

Working Title: _____

Please refer to the MANUSCRIPT PREPARATION GUIDELINES for more specific instructions. If you have any questions about submitting your final manuscript, please ask your acquisitions editor.

I. General Text Preparation

YES N/A

- | | | |
|-------|-------|--|
| _____ | _____ | Is manuscript complete? |
| _____ | _____ | Is manuscript consecutively numbered? |
| _____ | _____ | Are two (2) printed copies of the complete manuscript enclosed? |
| _____ | _____ | Is the entire printed manuscript double-spaced (including text, notes, references, bibliography, extracts, tabular material, and captions)? |
| _____ | _____ | Have figures, tables, or illustrations been submitted as separate files and NOT placed in the manuscript files? |
| _____ | _____ | Are all electronic files, which <i>exactly match</i> the print version of the manuscript, enclosed? |
| _____ | _____ | Is the CD or flash drive containing the manuscript files labeled with the
_____ Date?
_____ Working title of manuscript?
_____ Author name?
_____ Word processing program and computer system used (e.g., Word 2003 for PC, Word98 for Mac)? |
| _____ | _____ | If the manuscript is an edited volume, are the notation style and references consistent from chapter to chapter? |
| _____ | _____ | If the manuscript is an edited volume, is a section providing biographical detail for each contributor included? |
| _____ | _____ | Are all bibliographic references complete and up-to-date? |

- Have source lines been added to tables?
- Have permission paperwork and required credit wording been provided for:
 - All images?
 - Quoted lyrics or poetry?
 - Previously published chapters?

II. Illustrations (Figures, Maps, and Photos) and Captions

- Is final art, or at the very least, clear photocopies or laser prints of art to come enclosed and identified by figure number?
- If art is to be scattered throughout the book, have approximate positions (callouts) for each image been indicated in text of the electronic files?
- Are the images numbered in the sequence in which the art is intended to appear in the book?
- Has the electronic version of the art list been filled out?
- Is a separate file for captions enclosed?
- Is each caption identified by the corresponding figure number?
- Have credit lines been added to the captions for each image and map?