

## 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 consult your acquisitions editor.

### I. General Text Preparation

YES    N/A

- |       |       |                                                                                                                                                 |
|-------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | Is manuscript complete?                                                                                                                         |
| _____ | _____ | Is manuscript consecutively numbered?                                                                                                           |
| _____ | _____ | Is the entire 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?                                 |
| _____ | _____ | Was the manuscript prepared using Microsoft Word?                                                                                               |
| _____ | _____ | Are the notes linked to the notes numbers in the text? (That is, manually inserted into the text and NOT provided as a separate file.)          |
| _____ | _____ | 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?                                                                                                         |
| _____ | _____ | For items requiring permission to use, have permission paperwork and required credit wording been provided for:<br>_____ Images?<br>_____ Text? |

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

- Is final art submitted 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, including credit lines written as stipulated by copyright holder, enclosed?
- Is each caption identified by the corresponding figure number?