

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 (including title page, table of contents, all chapters, notes, and bibliography)?

_____ _____ Was the manuscript prepared using Microsoft Word?

_____ _____ Is the entire manuscript double-spaced and in 12 pt Times New Roman (including text, notes, references, bibliography, extracts, tabular material, and captions)?

_____ _____ Is manuscript paginated?

_____ _____ Have figures, tables, or illustrations been submitted as separate files and NOT placed in the manuscript files?

_____ _____ Are the notes linked to the notes numbers in the text? (That is, endnotes and/or footnotes have been inserted into the text with Word's References functions 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?

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

- _____ Has the electronic version of the art list been filled out?
- _____ Is final art submitted and identified by figure number in the sequence in which the figures are intended to appear in the book?
- _____ If art is to be scattered throughout the book, have approximate positions (callouts) for each image been indicated in text of the electronic files?
- _____ Do callouts and file names match? If callout reads: <Fig. 1. John Doe.tiff about here>, the corresponding file should be named “Fig. 1. John Doe.tiff.”
- _____ Is a separate file for captions, including credit lines written as stipulated by source, enclosed?
- _____ Is each caption identified by the corresponding figure number?

III. Permissions

- _____ For items requiring permission to use, have permission paperwork and required credit wording been provided for:
- _____ Images?
- _____ Text? (Including lyrics and the author’s own previously published material.)
- _____ If the manuscript is an edited volume, has each contributor submitted a signed publication agreement?