

# Final Submission Checklist

Author/Editor

Title

## Instructions

Please print, complete, and return this form with your final manuscript.

## General

Book will have (check all relevant) (final drafts of all items must be included at this time)

- Dedication
- Foreword
- Preface
- Acknowledgements
- Introduction
- Bibliography
- Appendixes
- Tables
- Excel spreadsheets containing data for all graphs
- Contributor bios (edited collections only)
- Illustrations (see Illustrations below)
- Maps to be redrawn (map labels and source maps must be included)
- One printout of the manuscript, unbound and consecutively paginated.
- One electronic copy of the complete final text.
- As relevant, captions, map labels, and tables in separate documents, numbered to correspond with the appropriate illustration.
- File names describe each document's contents (for example, Captions.doc, MainText.doc or Chapter6.doc).
- Printout and electronic copy match exactly.

- Manuscript contains no tracked changes (word-processing tool), handwritten corrections or annotation.
- Reference style is indicated here (circle or write: CMS, MLA, APA, AAA, \_\_\_\_\_).
- Names are exactly the way that you want them to appear on the title page.
- Chapter titles and numbers exactly match those listed in the table of contents.
- Author names match in the contributors list, in the table of contents, and on the first page of the book chapter (anthologies and edited volumes only).
- Placeholders (“callouts”) for any tables, maps, or illustrations are in the main text. For example: <insert Table 2 near here> and <insert Fig. 1 near here> appear in the main text, Table 2 is in a separate document (titled Table2.doc or grouped with other tables in Table.doc), and Fig. 1 is in a separate file (titled Fig1.tif). If some illustrations will be grouped together, callouts for those illustrations are not necessary, but do use numbering so we know the desired order.
- Source information is complete in the notes and bibliography.

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- The manuscript quotes significantly from your own previously published work.
- The manuscript quotes significantly from others’ work.
- The manuscript uses illustrations created by others.
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- A completed Permissions Inventory

## Illustrations

Illustrations include charts, diagrams, maps, photos, music, etc. For full details on obtaining and preparing usable art consult with our editor and designer.

- Illustrations are numbered consecutively, by type if relevant (Fig1.tif, Fig2.tif, etc.; Map1.ai; Chart1.eps; etc.).
- If the Press is drawing maps for your book, ensure that payment has been discussed.
- Credit lines (“Courtesy of”) or source details (for example, “First published in” or “Redrawn from”) appear in the captions or in a separate list for the back of the book. Instructions for the wording and placement of credit lines are often found on permission agreements.
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- Do not embed photographs in the manuscript text.