

## Manuscript Submission Checklist

Please complete this checklist and submit it with your final manuscript. This form is also available in Microsoft Word.

### Text

- Word count—including notes, bibliography, tables, and captions—is within contract length.
- Manuscript is complete except for an index.
- Files are named and numbered according to the guidelines.
- The PDF matches the manuscript exactly and shows all special formatting and characters.
- Note numbers begin with 1 in each chapter.
- Illustrations, tables, and boxes, if any, are placed in separate files, with “callouts” in the text.

If any boxes above are not checked, explain exceptions: \_\_\_\_\_

Operating system used (Mac/Windows): \_\_\_\_\_

Word-processing software used (Microsoft Word/[specify other]): \_\_\_\_\_

Fonts used: \_\_\_\_\_

### Illustrations

- Illustration count is within contracted amount.
- Illustration files are acceptable in format (e.g., TIFF, EPS) and resolution (300 ppi).
- Files are named and numbered according to the guidelines.
- Illustration captions are supplied in their own Word file and include all necessary credit lines.
- Art log is supplied and completed with all permissions information, including any restrictions.

If any boxes above are not checked, explain exceptions: \_\_\_\_\_

### Permissions and Releases (in each case, indicate Y for Yes or N/A for Not Applicable):

All necessary permissions or agreements for *illustrations* are obtained: \_\_\_\_\_

All necessary permissions or agreements for *tables* are obtained: \_\_\_\_\_

All necessary permissions for *quoted prose* are obtained (See Guidelines): \_\_\_\_\_

All necessary permissions for *poetry* or *song lyrics* are obtained: \_\_\_\_\_

All necessary permissions for *unpublished letters, diaries, or manuscripts* are obtained: \_\_\_\_\_

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If any portion of your work is a *translation* or *was previously translated*, are necessary rights to original work cleared or obtained, including agreement for the translation: \_\_\_\_\_

If your book is an *edited volume* or contains *items written by someone else* (e.g., foreword), all necessary contributors' agreements are obtained: \_\_\_\_\_

If any answers above are not Y or N/A, explain exceptions: \_\_\_\_\_

Does your work contain *statements of fact about a living person or existing organization* which might damage their reputation, and which the person might not wish to have published? Indicate no or explain: \_\_\_\_\_