

Manuscript Submission Checklist

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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.

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PDF matches Word files exactly and is paginated in one continuous sequence. Note numbers begin with 1 in each chapter.

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

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