IU **INDIANA UNIVERSITY PRESS**

AUTHOR FINAL SUBMISSION CHECKLIST

Use this list to double-check that the following essential steps have been completed before you submit your manuscript. If your manuscript does not meet these criteria, we will return it to you for correction.

Items to Submit Electronically at least ONE MONTH Prior to Final Manuscript Due Date:

_____ Completed Author Cover Ideas Form and any potential cover images.

_____ If possible, submit a sampling of your art files for an early review. Problems with art files are the most frequent cause of delays in the production process (see Art Guidelines).

_____ Submit Author Questionnaire to Marketing Department.

Items to Include with Final Electronic Manuscript Submission:

_____ All chapters submitted as clearly named individual word files (e.g., ch01, ch02). DO NOT submit the final manuscript as one large word document.

_____ All front matter submitted as clearly named individual word files (Table of Contents, Epigraph, Preface, Acknowledgments, Dedication, Foreword, Note on Translation/Transliteration, List of Abbreviations).

_____ All back matter submitted as clearly named individual word files (Bibliographies, Appendices, Glossary, Author/Contributor Bios).

_____ All art and illustrations (figures, tables, charts, maps, music examples) submitted as individual files. Art files should be clearly named based on the order in which they appear in the text. (See Section II for examples and the IUP Art Guidelines for more details.)

_____ List of captions for all art and illustrations, including credit lines.

_____ Digital copies of all permissions information for all illustrations and re-printed text clearly labeled with the name of the illustration or text to which they pertain (e.g., Perm_fig01_03).

_____ Completed Permissions Log.

Additional Items to Include with Final Electronic Manuscripts for Edited Volumes:

_____ Fully filled out and signed Consent to Publish forms from ALL contributors.

_____ List of contributors/contributor bios, edited to follow our house style. These should be no longer than three sentences per contributor. See the MS Prep Guidelines for an example.

_____ Ensure that the citation and bibliography format is consistent between chapters.

_____ Chapter abstracts for each chapter combined in one separate Word document.

Formatting for Manuscript Files:

_____ Use double-spaced, Times New Roman, 12-point font in all manuscript files.

_____ Identify subheads within the manuscript with consistent formatting.

_____ Identify block quotations (extracts) with a hard return above and below, and a 0.5-inch indent from the left.

_____ Use word's automated feature for inserting endnotes. Number notes consecutively, beginning with a new note 1 for each chapter.

_____ Place callouts for the location of all tables, charts, maps, and figures within the text. Callouts can only be placed between paragraphs and not within paragraphs. Callouts take the form of <INSERT filename NEAR HERE> and should appear on their own line.

_____ Our house citation style follows *The Chicago Manual of Style* but we will accept citations in another format so long as the format is consistent across all entries and chapters. A useful resource for citations can be found here: chicagomanualofstyle. org/tools_citationguide.html

Formatting for Art Files (See Art Guidelines for More Detailed Requirements):

_____ All images should be AT LEAST the trim width of the book when saved at 300 dpi. Please ask your editor for the approximate trim width of your book. Any images smaller than this cannot be published.

_____ All figures (images that are inserted in the text) should be submitted as .tiff (preferred) or .jpg files. These files should be named with the following prefix: fig.

_____ All plates (images gathered in a color insert) should be submitted as .tiff (preferred) or .jpg files. These files should be named with the following prefix: plate. _____ All tables should be submitted as word files (.doc, .docx). These files should be named with the following prefix: tab.

_____ All music examples (except archival scans, which should be prepared following the procedure for figures) should be submitted as vector art in .pdf files. These files should be named with the following prefix: exa.

_____ All maps (except archival scans, which should be prepared following the procedure for figures) should be submitted in two forms: as original .ai or .eps files and as vector art in .pdf files generated from the original .ai and .eps files. These files should be named with the following prefix: map.

_____ All art should be clearly named within the callout by the order in which it will appear in the manuscript (e.g., fig01_03 is the third figure in chapter 1; map02_05 is the fifth map in chapter 2; exa07_06 is the sixth music example in chapter 7; tabA1_03 is the third table in appendix 1).

Other Tasks:

_____ Visit https://solutions.sciquest.com/apps/Router/SupplierLogin to verify that your payee registration was approved and your profile is current. If you have any questions, please contact Brent Starr, IU Press Staff Accountant (brstarr@indiana.edu).