

University of Pennsylvania Press Manuscript Submission Checklist

This checklist is intended to aid you as you prepare your final manuscript. It will also help us expedite the process of preparing your manuscript for copyediting and production. Please fill out and include the completed checklist when submitting your final manuscript to the Press. If questions arise, contact the appropriate acquisitions assistant.

General

- ☐ The package includes a set of electronic files for the entire manuscript. Each chapter is in a different electronic file.
- ☐ The entire manuscript, including front and back matter, captions, block quotes, and notes, is double-spaced.
- ☐ The entire manuscript, including front and back matter, captions, and notes, is in 12-point Times New Roman with one-inch margins and 8.5" x 11" format.
- ☐ Notes are set as chapter endnotes (rather than book endnotes) and each chapter's notes start with Note 1.
- ☐ The entire manuscript is paginated sequentially (i.e., each chapter **does not** start with page 1).
 - ☐ Front matter is numbered using roman numerals.
 - ☐ All other text is numbered using arabic numbers.
- ☐ All manuscript materials are included.

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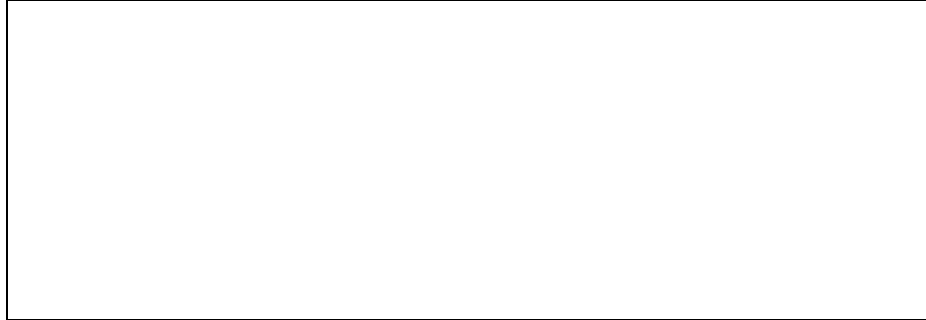
Artwork

- ☐ All illustrations are included. All digital files are numbered and labeled with author's last name and illustration number (e.g., Franklin Figure 1).
- ☐ Illustrations are numbered sequentially (e.g., Figures 1 through 100) for a single-author book, but by chapter (e.g., Figure 1.1, Figure 1.2) for an edited volume.
- ☐ There are callouts (formatted, e.g., <Insert Figure 5>) in the manuscript for every illustration. No illustrations are embedded in the word processor files; they are provided as separate files.
- ☐ An art log listing all tables and figures and specifying the intended size of and cropping instructions for each figure is included. Art log sample is available on the Press's [guidelines for art preparation](#).
- ☐ A captions list (double-spaced) is included.

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