

Manuscript Submission Checklist

Before you submit check the following:

- The manuscript is saved as a **Microsoft Word file**.
- The manuscript pages are **numbered consecutively**.
- Book elements are in the correct **order according to Chicago Manual of Style**.
- All **headings and subheadings** are consistent.
- All **notes/references** are either at the end of the manuscript (single-authored and co-authored books) or at the end of each chapter (edited collections).
- Consistent **citation style** (MLA, APA, Chicago) is used throughout the manuscript.
- All **tables and textboxes** appear in the manuscript.
- All figures, illustrations, maps, and images have been removed from the manuscript and replaced with call-outs (catch lines). Each visual element is saved as a separate file in one of these formats: **.eps, .jpg, .tif** or **Excel** (for graphs and charts).
- Any **permissions** are researched and cleared, with proper **documentation** included.
- All visual elements except for tables and textboxes are listed in the **art inventory** and are the appropriate size and resolution for publication purposes.

When your materials are ready to send to your acquiring editor:

- Send **manuscript, figures, art inventory, and permissions documents** by email, filesharing application (such as Dropbox) or USB.