

Final Manuscript Submission Checklist

When you send the final version of the manuscript for copyediting, you'll also be sending us digital copies of the manuscript's illustrations and permissions. Use this checklist to organize your submission.

☐ Complete manuscript

- ☐ One complete digital copy (MS Word required) double-spaced with one-inch margins in Times New Roman 12pt font. This formatting applies to the entire manuscript: front matter, notes and bibliography, captions and credits, etc.
 - Do NOT use MS Word formatting elements for styling the table of contents, subheadings, or any aspect of the manuscript except for the linked endnotes function.
 - Ensure that you have addressed all aspects listed in your editorial appraisal. If you need another copy of your appraisal, please contact your editor and/or editor's assistant.
- ☐ The manuscript **must** have a table of contents.
 - Make sure the chapter titles in the table of contents match exactly the titles in the body of the manuscript.
 - Only chapter titles should be listed, not subheads that appear throughout a chapter.
 - Do not include page numbers.
- ☐ If applicable, please include the following in the front matter: dedication, list of illustrations, acknowledgments.
 - If the manuscript is a revised dissertation, omit mention of its origins in the acknowledgments.
- ☐ Endnotes (not footnotes) and bibliography.
 - Our preferred house style is short notes with a full bibliography. If you plan to deviate from this, please communicate with your editor and your editor's assistant.
- ☐ Page numbers. Please start at "1" with your title page and continue through the manuscript.
 - If you are submitting chapters in individual files, do not restart each file at 1. Instead, pick up where the previous chapter's page numbering left off.
- ☐ Tables should be send in separate Word files and not embedded in the manuscript.
 - Remember to include a callout for each table, as well as a caption and credit line for each table on your captions and credit list.

☐ All illustrations

- ☐ High-resolution digital files of each proposed image (at least 300 ppi at 5" x 7"). Our Digital Art and Map Guidelines offer more specific information.
- ☐ Clearly named and numbered image files that correspond with the permissions log.
- ☐ Placement of images (callouts) noted in the manuscript. These must match the image file names and be highlighted.
 - Callouts should look like this: <Insert Figure 2.3 here>
- ☐ A **completed** art permissions log with all images listed.
- ☐ In a document separate from the manuscript, provide a full captions list with credit lines.
- ☐ A list of all cropping instructions in a separate MS Word document. Alternatively, include cropping instructions on the captions and credits list.

☐ Maps

- ☐ If you have completed maps, please include the original files (such as Illustrator .ai files) or editable .pdfs.
- ☐ If you're sending base maps for us to redraw, remember to also provide map copy in a separate Word file.
- ☐ Remember to include a caption and credit line for each map on your captions and credit list.

☐ All image and text permissions

- ☐ Digital copy of completed art and permissions log.
- ☐ Labeled digital files of permissions for each art (image, map, graph, table) and text permission.
 - Label digital permission files to correspond with the image number (i.e., Figure 1.1)
 - Label text permission files to correspond with the chapter in which the text appears (i.e., Chapter 2).

Sharing Digital Files. Digital text and image files can be sent via cloud-based sharing tools. Very large files are best shared through WeTransfer, OneDrive, or another service that doesn't limit capacity (Dropbox is one that presents capacity challenges). If you're in close proximity to the Press, you're welcome to drop off a USB drive.

When You're Ready to Send. Please send everything, even if you've sent individual files previously. This will ensure nothing gets lost in the transition from our department to manuscript editorial and production.

Files and Resources. If you need a copy of the art and text permissions log or need to review permissions guidelines, go to the Acquisitions section of our online Author Guide. Of course, you're always welcome to be in touch with your editor and editor's assistant.