

UW Press Final Submission Checklist

Please complete and return this form with your submission of the final manuscript, including all the materials listed below.

Author(s)/Editor(s): _____

Proposed Title and Subtitle: _____

Series: _____

Text

My book includes the following elements:

Basic book elements:

- ___ Title page
- ___ Table of contents
- ___ Introduction
- ___ Conclusion
- ___ Chapters
- ___ Bibliography or list of references

Also included with submission:

- ___ Cover art suggestions
- ___ Permission releases
- ___ List of captions
- ___ List of accented letters or special characters
- ___ Contributors' agreements
- ___ Illustration inventory spreadsheet

Additional book elements:

- ___ Dedication
- ___ Book epigraph with source
- ___ Foreword (by someone else)
- ___ Preface
- ___ Acknowledgments
- ___ Appendices
- ___ Chronology
- ___ List of abbreviations
- ___ List of illustrations (rare)
- ___ Glossary
- ___ List of contributors (for edited collections)
- ___ Illustrations, maps, and tables (see separate section)

___ Manuscript follows *The Chicago Manual of Style*, 17th edition, guidelines. If you've used a different style guide, indicate which here: _____

___ Files are in Microsoft Word format. All tracked changes and embedded illustrations, including Word tables, have been removed from the text files.

___ Manuscript chapters are saved as separate Microsoft Word document files. Files are named and numbered in their order of appearance in the book (e.g., 00a_Front matter.doc, 00b_Introduction.doc, 01_Chapter 1.doc, etc.). See section 1.4 of *The Chicago Manual of Style*, 17th edition, for further information.

___ Title page has the manuscript's exact title, subtitle, and the names of authors or editors as you would like them to appear (in the correct order, with middle initials or names included if desired).

___ Table of contents (TOC) is accurate and matches chapter titles exactly. Page numbers aren't necessary in the TOC at this point.

___ Author names exactly match in the TOC, chapter bylines, and contributor bios (anthologies and edited collections only).

Permissions

___ The manuscript contains no illustrations, quoted lyrics or poems of any length, or significant text from my own or others' work. No permissions are necessary.

___ If permissions are required, each permission form is signed, dated, and labeled with:

- Your name and book title
- The name of the person or institution granting permission
- The part of my book the permission covers (e.g., chapter 2, interview quoted in chapters 3 and 5, fig. 6)
- Proof that payment has been made, if necessary

___ Any restrictions introduced by the permission-granting organization or person in the permission (e.g., limits on reproduction size, sales territory, language, publication format, print run, term of license, etc.) have been discussed with my editor.

___ Full credit lines for each permission are either in captions (for artwork) or in acknowledgments, notes, or copyright page (for text).

Illustrations

___ Illustrations meet UW Press guidelines for image quality.

___ Completed illustration inventory spreadsheet (Illustration log 2019.xlsx) is included.

___ My book includes the following number and type of illustrations:

___ Figures (photos, charts, graphs, line art) ___ Maps ___ Tables

___ Illustrations are double-numbered according to chapter and sequence (e.g., for illustrations in chapter 1 use fig-1.01, fig-1.02, etc.; for illustrations in chapter 2 use fig-2.01, fig-2.02, etc.). Use "I" for illustrations in the introduction, "C" for those in the conclusion, "E" for those in an epilogue, and "A" for those in an appendix (e.g., fig-I.01, fig-C.01, fig-E.01, fig-A.01).

___ All maps, line art, charts, and graphs are final and print quality unless another plan has been agreed on with my editor.

___ Placement callouts for all illustrations are in the text following their associated paragraph in double angle brackets (e.g., <<fig. 1.01>>, <<table 1.01>>, etc.)

___ Illustration numbers are consistent in digital files, captions, placement callouts, and in-text references.