

Manuscript Submission Checklist

Please complete this checklist and submit it with your final manuscript. This form is also available in Microsoft Word.

Text

Word count—including notes, bibliography, tables, and captions—is within contract length.

Manuscript is complete except for an index.

Files are named and numbered according to the guidelines.

PDF matches Word files exactly and is paginated in one continuous sequence.

Note numbers begin with 1 in each chapter.

Illustrations, tables, and boxes, if any, are placed in separate files, with “callouts” in the text.

If any boxes above are not checked, explain exceptions: _____

Word-processing software used (Microsoft Word/[specify other]): _____

Fonts used: _____

Illustrations

Illustration count is within contract length.

Illustration files are acceptable in format (e.g., TIFF, EPS) and resolution (300 ppi).

Files are named and numbered according to the guidelines.

Illustration captions are supplied as a separate Word file and include all necessary credit lines.

Art log is supplied and completed with all permissions information, including any restrictions.

If any boxes above are not checked, explain exceptions: _____

Permissions and Releases (in each case, indicate Y for Yes or N/A for Not Applicable):

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Does your work contain *statements of fact about a living person or existing organization* which might damage their reputation, and which the person might not wish to have published? Indicate no or explain: _____