

## Author Checklist for Manuscripts

**Title:**

**Author:**

**Date:**

Need help with the checklist? Contact your acquisition editor.

### Manuscript Assembly

YES/NO:

1.   I am within the limits of my contract for manuscript size and number of illustrations. I realize that the word count specified in the contract includes text, notes, and references.
2.   The manuscript pages are consecutively numbered throughout.

CHECK ONE:

3.  This is a single-author volume; I'm the only author.  
 This is a multiple-author volume; I'm the main author contact.  
 This is a contributed volume; I'm the editor of a multiauthor work.
4.  I will prepare the index myself.  
 Index will be prepared by a freelance indexer; index to be arranged and paid for by me unless otherwise specified in contract.
5.  I'm using Microsoft Word  
 I'm using WordPerfect  
 I'm using: \_\_\_\_\_
6.  I'm using a Mac.  
 I'm using a Windows PC.

YES/NO:

7.   I have numbered my notes so they begin with 1 at the start of each new chapter.

## Permissions

YES/NO

8.

My manuscript contains third-party or my own previously published **text**

9.

My manuscript contains third-party or my own previously published **illustrations**.

YES/NO/NA

10.

**Text** permissions documents are enclosed, and all third-party or my own previously published material is properly acknowledged in the manuscript.

11.

**Illustrations** permissions documents are enclosed, and all third-party or my own previously published material is properly acknowledged in the manuscript.

## Illustrations

YES/NO

12.

My manuscript contains illustrations (also known as figures or art; includes graphs and charts but not tables). If “no,” skip to question 25.

YES/NO/NA

13.

Placement of my illustrations is indicated in the manuscript text.

14.

Paper copies of illustrations are inserted in manuscript printout.

15.

One or more of my illustrations will be created from an original photograph, slide, or transparency.

16.

My illustrations are not too wide for the text column of the finished book.

17.

My illustrations are in black-and-white.

18.

My illustrations are in CMYK mode (not RGB).

19.

Fonts in art files are PostScript (Type I) or Open Type.

20.

No TrueType fonts were used.

21.

Halftone images are close to 300 dpi (or higher) at size to be printed.

22.

Line art images are close to 1200 dpi (or higher) at size to be printed.

23.

The line weight is at least .25 pt.

24. What software have you used to prepare your illustrations?  NA.

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## Materials

- YES/NO
25.   I am submitting an electronic file or files containing manuscript body text, notes, and bibliography.
26.   My electronic files exactly match the hard copy printout. If there is any discrepancy, I understand that the electronic version is the version that will appear in the book.
27.   Pages are numbered consecutively through the manuscript numbering does not start over from the first page of each chapter.
28.   I have clearly labeled disks with author name and title of book and include a list of the contents on the desk.
29.   I have saved each chapter as its own separate file.

- YES/NO/NA
30.    I am submitting illustrations as separate electronic files.
31.    I am submitting hard copy art for illustrations (e.g., original photographs).
32.    I am submitting a hard copy of the illustration captions.
33.    I am submitting a separate electronic file containing illustration captions.
34.    I am submitting a duplicate hard copy set of illustrations.
35.    I am submitting a completed Art Inventory in electronic format.
36.    I am submitting a duplicate hard copy set of tables.
37.    I am submitting a separate electronic file containing tables.
38.    I have inserted FPO copies of tables and illustrations into my manuscript printout.

## Comments

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Please print out a copy of this completed form and enclose it with the hard copy materials you are sending to the Press.