

Checklist for Manuscript Delivery

Please fill out and enclose with your manuscript and other materials.

Author: _____ Title: _____

Paper copy of manuscript

double-spaced consecutive page numbers Times New Roman

Special elements: non-Roman alphabet characters diacritical signs

Pages on which non-Roman characters or diacriticals do not print correctly: _____

other special elements: _____

Electronic copy of manuscript

no changes made after printing caption list

other parts of manuscript: _____

Word WordPerfect Works (saved as rich text/rtf) Mac PC

Word count (not including notes or bibliography): _____

Permissions—signed hard copy (check all that apply)

for images for interviews for quoting for reprinted material

for maps for foreword other: _____

Images (check all that apply)

photographs/illustrations figures/charts/graphs tables (if not substantially text) maps

printouts or photocopies of illustrations, numbered to match caption list

number of originals enclosed: _____

electronic files (300 dpi tiff or jpeg, original size or at least 5 inches in one dimension, files named to match image numbers)

Caption list (required for all manuscripts with photographs or illustrations)

image numbers (01 through 25, for example)

captions (identifying all people, in order, with other relevant information like dates)

credit lines (if needed) page placement instructions double-spaced printout

Parts of the manuscript (check all that apply)

dedication acknowledgments table of contents

preface introduction appendices

notes (numbered starting with 1 for each chapter) bibliography

foreword (author: _____) permission short bio

other: _____

What style (Chicago, MLA, etc.) did you use for your notes and bibliography? _____

Please send a separate list of **title suggestions** for your manuscript.