

## Manuscript Preparation Checklist

Please fill out and submit this checklist with your final manuscript.

An electronic copy of the complete manuscript is included.

The **entire** manuscript—including front- and backmatter, block quotations, notes, tables, captions—is double spaced, with 1" margins.

The entire manuscript, including front- and backmatter, captions, tables, and notes, is in 12-point type.

The entire manuscript is paginated sequentially, frontmatter in lowercase Roman numerals, all other text in Arabic numerals.

Frontmatter is complete:

- title page
- dedication (optional)
- table of contents
- list of illustrations (if needed)
- list of tables (if needed)
- foreword (optional)
- preface and acknowledgments
- other (abbreviations, glossary, list of contributors for multi-authored volume)

Text proper is complete (each chapter saved in its own file and labeled with author's last name and chapter number):

Subhead levels are identified by codes, set in bold curly brackets (e.g., **{A}**, **{B}**).

Placement of all illustrations and tables are keyed in the text with bold-face callouts (e.g., **<Table 1.1 here>**).

### **Do not embed tables or images in the text.**

Endnotes have been included at the end of each chapter file.

Backmatter is complete (**separate** files for each element):

- appendices, if applicable (each appendix in a separate file)
- references (in multi-authored volumes, put references at the end of each chapter)
- index (main and subentries identified)
- list of contributors with affiliation/address (for multi-authored volume; may be included with frontmatter)

All tables are included (**preferably in an editable file format**):

Each table is in a **separate** file, labeled "table 1.1," "table 1.2," etc.

References are **complete** and follow a **consistent** format.

Copies of written permissions are included for illustrations as well as all previously published material that is not in the public domain.

Signed 'Assignment of Publication Rights' forms from all contributors in a multi-authored volume are included.

All illustrations are included (**separate** digital file for each) and no illustrations are embedded in the text files:

- All are submitted in electronic form, numbered and sized, saved in TIFF or EPS format.
- Labeled printouts of all illustrations are gathered in a separate folder.
- Black and white images are at an appropriate printable size at 300 dpi.
- Color images are saved in **CMYK** mode, are at an appropriate printable size at 300 dpi.
- Linework is at an appropriate printable size at 1200 dpi.
- Vector artwork is at an appropriate printable size and saved at 1200 dpi.

*Please note any missing materials here.*