Final Submission Checklist

Instructions
Please print, complete, and return this form with your final manuscript.

General
Book will have (check all relevant) (final drafts of all items must be included at this time)

- Dedication
- Foreword
- Preface
- Acknowledgements
- Introduction
- Bibliography
- Appendixes
- Tables
- Excel spreadsheets containing data for all graphs
- Contributor bios (edited collections only)
- Illustrations (see Illustrations below)
- Maps to be redrawn (map labels and source maps must be included)
- One printout of the manuscript, unbound and consecutively paginated.
- One electronic copy of the complete final text.
- As relevant, captions, map labels, and tables in separate documents, numbered to correspond with the appropriate illustration.
- File names describe each document’s contents (for example, Captions.doc, MainText.doc or Chapter6.doc).
- Printout and electronic copy match exactly.
Manuscript contains no tracked changes (word-processing tool), handwritten corrections or annotation.

Reference style is indicated here (circle or write: CMS, MLA, APA, AAA, [ ]).

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Chapter titles and numbers exactly match those listed in the table of contents.

Author names match in the contributors list, in the table of contents, and on the first page of the book chapter (anthologies and edited volumes only).

Placeholders (“callouts”) for any tables, maps, or illustrations are in the main text. For example: <insert Table 2 near here> and <insert Fig. 1 near here> appear in the main text, Table 2 is in a separate document (titled Table2.doc or grouped with other tables in Table.doc), and Fig. 1 is in a separate file (titled Fig1.tif). If some illustrations will be grouped together, callouts for those illustrations are not necessary, but do use numbering so we know the desired order.

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Illustrations include charts, diagrams, maps, photos, music, etc. For full details on obtaining and preparing usable art consult with our editor and designer.

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