

# Word-processing questionnaire

(Print this form, fill it out, and mail to your acquiring editor.)

## PERSONAL INFORMATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Office phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## MANUSCRIPT INFORMATION

Title of manuscript: \_\_\_\_\_

Your editor's name (if an edited collection): \_\_\_\_\_

Your acquiring editor at UI Press: \_\_\_\_\_

No. of manuscript pages: \_\_\_\_\_ No. of illustrations: \_\_\_\_\_ No. of tables: \_\_\_\_\_

Are there any mathematical symbols, accents, or other special characters in the text?

Yes  No If so, please list them: \_\_\_\_\_

Can you provide the entire manuscript on disk?  Yes  No If not, which parts are not? (e.g., tables, illustrations, etc.)

: \_\_\_\_\_

Are you doing the work at the computer yourself?  Yes  No If not, who can we

contact for more information about the hardware or software used? \_\_\_\_\_

## COMPUTER INFORMATION

Type of computer (e.g., IBM or compatible, Macintosh or compatible, Amiga, etc.): \_\_\_\_\_

Operating system (e.g., DOS, Windows, Macintosh, etc.): \_\_\_\_\_

Word processing program and version (e.g., Word Perfect 5.0 for Windows, MS Word 6.0 for Macintosh, etc.): \_\_\_\_\_

File format of any non-text items (e.g., tables, illustrations; MS Excel graph, MacPaint file, etc.): \_\_\_\_\_

Does the printer you use show all the characters (including accents and special characters) used in your manuscript?  Yes  No

Does it show superscripted note numbers?  Yes  No

Will you have access to the same hardware and software for the final updating of your manuscript?  Yes  No

If you need information about the electronic preparation of your manuscript, please contact the managing editor, Rebecca Crist (217-244-3279).

Please return the completed questionnaire to your acquisitions editor.