

# Final Submission Checklist

Author/Editor: \_\_\_\_\_

Title: \_\_\_\_\_

Acquiring Editor: \_\_\_\_\_

**Please return this form with your final manuscript.**

## General

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

dedication

foreword (by someone else)

preface

acknowledgments

introduction

appendixes

tables

contributor bios **(required for edited collections)**

illustrations **(see Illustrations below)**

maps the Press is creating for the book **(map labels and source maps must be provided)**

Your name is exactly how you want it to appear on the title page.

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

Author names match in the table of contents, chapter bylines, and contributor bios (anthologies and edited volumes only).

“Callouts” in the text indicate approximate locations for illustrations (<insert table 2 near here>, <insert fig. 1 near here>). *If illustrations will be grouped together, callouts are not necessary, but number the illustrations so we know what order to put them in.*

Reference style (Chicago, MLA, etc.): \_\_\_\_\_

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The manuscript uses illustrations created by others.

Each permission form is signed, dated, and clearly labeled with

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- the part of your project the permission covers (e.g., chapter 2, quotes in chapters 3 & 5, fig. 6);
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## Illustrations

Illustrations include charts, diagrams, maps, photos, music, etc. For full details on obtaining and preparing usable art, read our [art guidelines](#).

Illustrations are numbered consecutively, by type if relevant (Lastname\_Fig1.tif, Lastname\_Fig2.tif, etc.; Lastname\_Map1.ai; etc.).

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