



Sage House • 512 East State Street • Ithaca, NY • 14850
Tel: 607-277-2338 • Fax: 607-277-2374
cornellpress.cornell.edu

Manuscript Information Form

This information form and checklist will help you finalize the preparation of your manuscript and help us ascertain the copyright status of your manuscript. Please fill in the requested contact and permission information and check off all items as you complete them. Submit this form with your final manuscript.

A follow-up author questionnaire for marketing and publicity purposes will be sent to you when your manuscript is in production.

Author(s): _____

Manuscript Title: _____

| |
|--|
| Home address/email/phone number: |
| Office address/email/phone number: |

Was your manuscript originally your dissertation? Yes No

Dissertation Title: _____

Copyright Certificate Number (TX ...): _____

If you have any comments or concerns about the submittal and formatting of your manuscript, please explain them here:



Sage House • 512 East State Street • Ithaca, NY • 14850
Tel: 607-277-2338 • Fax: 607-277-2374
cornellpress.cornell.edu

Text Permission Information

Author(s): _____

Manuscript Title: _____

1) Have parts of your manuscript been published in journals or books? _____

- If No, proceed no further.

- If Yes, please provide details that identify the parts, names of journals or the titles of the books in which they appeared, and the dates of publication.

2) In which cases did you assign all rights to the original publisher (by contract or by letter), and in which cases did the original publisher obtain only rights of first use? (The latter may be assumed if the essay was published in or after 1978 in the United States and if you did not assign copyright to the publisher.)

3) In which cases have you revised the published material to such an extent that you consider the result a new piece?

4) In which cases have your revisions consisted of either additions or deletions to the original pieces?

Manuscript Preparation Checklist

Author(s): _____

Manuscript Title: _____

Required material:

| | Complete | N/A |
|---|--------------------------|--------------------------|
| Electronic files of your final manuscript (files labeled appropriately) | <input type="checkbox"/> | <input type="checkbox"/> |
| All original art (and save a copy for yourself) | <input type="checkbox"/> | <input type="checkbox"/> |
| All electronic art | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed Permissions Log(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed Permissions Questionnaire | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of all permissions and related correspondence | <input type="checkbox"/> | <input type="checkbox"/> |
| Your contact information (on page 1 of this form) | <input type="checkbox"/> | <input type="checkbox"/> |
| A list of special characters in your manuscript (use provided checklist) | <input type="checkbox"/> | <input type="checkbox"/> |
| A complete list of contributor addresses, phone numbers, and e-mail addresses | <input type="checkbox"/> | <input type="checkbox"/> |

Preparing your manuscript:

| | | |
|---|--------------------------|--------------------------|
| Save each chapter or text element separately | <input type="checkbox"/> | <input type="checkbox"/> |
| Name each file by chapter number or descriptive title | <input type="checkbox"/> | <input type="checkbox"/> |
| Put tables in a separate file (not embedded in text) | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a front matter file (see Author Guidelines) | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply Press style guidelines to the text | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a captions file for illustrations | <input type="checkbox"/> | <input type="checkbox"/> |
| Prepare a “Notes on Contributors” file | <input type="checkbox"/> | <input type="checkbox"/> |

Formatting:

| | | |
|---|--------------------------|--------------------------|
| Double space all text and notes | <input type="checkbox"/> | <input type="checkbox"/> |
| Use only one font and type size throughout | <input type="checkbox"/> | <input type="checkbox"/> |
| Number all pages consecutively | <input type="checkbox"/> | <input type="checkbox"/> |
| Embed notes and place at the end of each chapter | <input type="checkbox"/> | <input type="checkbox"/> |
| Mark the level of each subhead with <A>, , etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| Mark the location of all tables and illustrations in the manuscript | <input type="checkbox"/> | <input type="checkbox"/> |