

Manuscript Information Form

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

Author(s): _____

Manuscript title: _____

Home address:
Office address:
Phone and fax numbers:
E-mail address(es)

Was your manuscript originally your dissertation? Yes No

If yes, please provide the title of your dissertation and the certificate number under which the copyright was registered.
--

1. Do you have any social media outlets that might be useful for promoting your book?
(Twitter, Facebook, personal or book webpage, etc.)

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

Manuscript Submittal Checklist

Author(s): _____

Manuscript title: _____

Required material:

	Completed	Not applicable
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"/>