



Manuscript Preparation Checklist

Please print, fill out, and submit this checklist with your final manuscript.

- A hard copy of the complete manuscript is included, along with a set of electronic files, preferably on CD, DVD, or USB drive from which the printouts were generated.
- The entire manuscript—including front- and backmatter, block quotations, notes, tables, captions—is double spaced, with 1" margins.
- The entire manuscript, including front- and backmatter, captions, tables, and notes, is in 12-point type.
- The entire manuscript is paginated sequentially, frontmatter in lowercase Roman numerals, all other text in Arabic numerals.
- Frontmatter is complete:
 - title page
 - dedication (optional)
 - table of contents
 - list of illustrations (if needed)
 - list of tables (if needed)
 - foreword (optional)
 - preface and acknowledgments
 - other (abbreviations, glossary, list of contributors for multi-authored volume)
- Text proper is complete (each chapter saved in its own file and labeled with author's last name and chapter number):
 - Subhead levels are identified by codes, set in bold curly brackets (e.g., {A}, {B}).
 - Placement of all illustrations and tables are keyed in the text with bold-face callouts (e.g., <Table 1.1 here>). Do not embed tables or images in the text.
 - Endnotes have been included at the end of each chapter file.
- Backmatter is complete (separate files for each element):
 - appendices, if applicable (each appendix in a separate file)
 - references (in multi-authored volumes, put references at the end of each chapter)
 - index (main and subentries identified)
 - list of contributors with affiliation/address (for multi-authored volume; may be included with frontmatter instead)
- All tables are included (composed using tab key and double spaced):
 - Each table is in a separate file, labeled "table 1.1," "table 1.2," etc.
- References are complete and follow a consistent format.
- Copies of written permissions are included for illustrations as well as all previously published material that is not in the public domain.
- Signed 'Assignment of Publication Rights' forms from all contributors in a multi-authored volume are included.
- All illustrations are included (separate digital file for each) and no illustrations are embedded in the electronic text files:
 - All are submitted in electronic form, numbered and sized, saved in TIFF or EPS format.
 - Labeled printouts of all illustrations are gathered in a separate folder.
 - Black and white images are at an appropriate printable size and scanned at 300 dpi.
 - Color images are saved in CMYK mode, are at an appropriate printable size, and scanned at 300 dpi.
 - Linework is at an appropriate printable size and scanned at 1200 dpi.
 - Vector artwork is at an appropriate printable size and saved at 1200 dpi.

Please note any missing materials here.