

CHECK LIST FOR AUTHORS SUBMITTING THEIR MANUSCRIPTS

- ☐ Send 1 quality laser printout (**paper clipped, NOT stapled**) of your manuscript to your **desk editor**.
 - Is your manuscript single-spaced?
 - Is it printed on one side of the paper only?
 - Does each page fit inside the allowed dimensions
 - Has a soft copy been included (Zip disk or CD-ROM)?

- ☐ Enclose all original halftones (gray-scales) and /or colour figures
 - Are the figures and labels within the figures large enough for reproduction and printing?

- ☐ Transfer of Copyright form, signed? (for review volume)

- ☐ Permission Release Form: required if you have adopted previously published material. This form must be signed by the copyright holder of that material, usually other publishers or the original authors.

- ☐ In your cover letter to the desk editor list any items that need special attention. Please indicate when and how you can best be reached in the next few months after submission.

- ☐ Keep copies of all these items for your reference.