**AUTHOR MANUSCRIPT DELIVERY CHECKLIST**

This checklist is a required part of your submission and will help ensure that your manuscript is complete. Incomplete manuscripts (missing chapters, title change after submission, missing figures, missing permissions, etc.) cannot be sent to production. Books must be submitted in their entirety – please and thank you!

**Complete FINAL Book Title**:

**Identifying Book #:**

**Total wordcount of finished manuscript:**

**Author(s)/Editor(s) Names exactly as you want them to appear on the book cover:**

If more than one author, list the **contact author** who will review the edited manuscript and proofs:

**Primary Contact Author info:**  
Name/ Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Back Cover Copy:**

**In the sections below, please supply a brief synopsis of the book (around 200-250 words), suitable for your intended readership. This will be used as the basis for the back-cover description as well as for leaflets, catalogues, and the web. Please note that the purpose of this blurb is to promote your book and to make it stand out in the marketplace.**

We suggest that you structure your description with the following paragraphs:

(1) An introductory paragraph to interest the non-specialist, the general reader, the librarian or bookseller (about 50 words).

(2) A second factual and informative paragraph which expands on the first by describing the main item or areas covered by the book (at least 100 words).

(3) A paragraph which illustrates the main findings and originality of the research or specifies its particular usefulness to its intended audience (about 50 words).

**Bios:**

**For each author/editor of the book, please provide a short autobiographical note (ideally 25-50 words) to be used on the back cover of the book, our website, and promotional mailings:**

**Meta Data, Keywords:**

**Please provide a list of 5-10 keywords (applicable online search terms/topics) relevant to your book. These will improve your book’s searchability in Google and other search engines:**

**1)**

**2)**

**3)**

**4)**

**5)**

**Electronic Manuscript Submission Requirements:**

The manuscript is complete with no missing material.

Each chapter has been saved into a separate folder (word doc books only).

Each chapter folder contains a “subfolder” with all figures for that chapter clearly

labelled by chapter and figure number.

The manuscript is double-spaced.

The chapter titles in the Table of Contents *exactly match* the chapter titles found

within the manuscript.

The A/B/C subheadings are typed in consistent styles.

All quotations have sources.

The manuscript includes the following items (tick as appropriate).

**Items in red are mandatory at manuscript delivery.**

synopsis of the book for the back cover (provided just above)

title page

table of contents as a Word doc - *no page numbers* (with chapter

authors’ names if edited book)

signed permissions forms - one from each author

brief author bios (provided just above)

bibliography

Index instructions(you compile index or we pay someone to do it for you)

notes to copyeditor form

all figures clearly labelled by chapter #, figure # in correct text folder

all figures’ legends, typed underneath “insert here”

all tables clearly labelled by chapter #, table # within the text or at end of

each chapter

list of five relevant keywords to be used for SEO, search engines

signed contributor agreements (for edited books with chapter contributors)

a PDF of the entire book

foreword

appendices

preface

glossary

dedication

acknowledgments

references

introduction - must be labelled as Chapter 0.

**Abstracts**

For a Word Doc book, I have included an abstract for each chapter at the very top of

each chapter with the word “Abstract” and all abstract words highlighted in yellow

(production understands that this is not an introduction or part of the chapter).

For a LaTex or Bookdown book, I have created all abstracts in one running word doc

with each abstract clearly labelled with its corresponding chapter.

**Artwork and Tables**

All the tables/figures/maps/plates have been supplied in a suitable format (jpg, eps,

tif) of 600 dpi or higher (no PP slides, no Excel, no screenshots)

Artwork is included within the appropriate chapter folder as a subfolder (word doc

books only), clearly labelled by chapter number and figure number.   
 Ex. Fig 2.2 (chapter 2, figure 2)

I have added all tables within each corresponding chapter (word doc books only).

I have supplied a complete list of sources and captions for each figure and table.

I have clearly indicated where each piece of artwork and each table should go in the

text as shown below.  
 Ex: Insert Fig 1.1 here, Insert Fig 2.1, Insert Table 2.2 here, Insert Table 3.4 here

**Edited Contributed books (Editors)**

I have included a signed contributor agreement from each contributing chapter

author

An excel spreadsheet listing each chapter title and corresponding

Contributing author name and email is attached

A separate Word doc that list each contributing author and his/her affiliation

A complete Table of Contents listing each contributing author is attached in Word

doc form

Permissions for all artwork have been cleared by all contributors and signed

permissions forms are provided

All contributions are complete (notes, references, illustrations)

The punctuation and spelling are consistent within each contribution

**Permissions**

If any part of your book contains previously published material (including your own), and the material was published after 1923, permissions are required. Please refer to the permissions section in the Author Guidelines for detailed information. Please complete the permissions forms sent to you with your welcome packet (please ask if you do not have these) listing all artwork needing permissions and an X mark if those permissions have been received. Please attach all documents clearing the use of each piece of artwork, granting you (us) permission to use.

No permissions were necessary – Please send the signed form with Box “A” checked

I have obtained **worldwide, English-language, print and ebook rights** for all copyrighted material

*All correspondence from copyright-holders is enclosed.*

I have used material from sources that require permission, including:

quotations longer than 250 words (if from article) or longer than 500

words (if from book)

poetry (more than two lines)

song lyrics (more than two lines)

letters

tables/figures

maps

illustrations

photographs

if photographs have visible faces, I’ve obtained releases from the subjects

if the manuscript contains original interviews, I’ve obtained releases from the subjects

I have retained and attached photocopies of all permissions

If necessary, I’ve included a permissions page in my manuscript listing the required credit lines or included them in my acknowledgments. **Alternatively**, I’ve inserted the permissions line in art captions.

**Tax Forms**

I have completed all tax and bank forms with updated address and contact information

My contact information has changed. I have requested new tax and bank forms for

royalties (and to ensure proper delivery of my complimentary book copies.)

**Additional information**

*(Please add any further information about your manuscript that might be helpful.)*