UNM Press Author Checklist

THIS COMPLETED CHECKLIST MUST ACCOMPANY YOUR FINAL MANUSCRIPT

Manuscript title/subtitle _____

Author(s)/Volume Editor(s) _____

Disk files created using (specify word processing program) _____

PC / MAC (circle one)

Style guide used (CMS, SAA, MLA, etc.) _____

Please note: Your project will not be sent to the Manuscript Editorial department until we have received all materials (including permissions); therefore, we strongly encourage you to wait until you have a complete package before submitting your manuscript.

CHECK ITEMS SUBMITTED:

_____ One double-spaced, legible printed copy of the complete manuscript

_____ CD(s) with complete manuscript and other necessary materials. Provide a list of files.

_____ Table of contents (can be detailed and include subheads)

_____ Full set of photocopied illustrations and/or print-outs of digital images

_____ List of illustrations (abbreviated) if you want one to appear in the final book

_____ Captions and credits list for illustrations—**printed copy and electronic file**

_____ Call-outs within manuscript file for all illustration placement (ex. **[Insert Figure 1 here]**)

_____ List of all items needing permission to reprint (incl. illustrations, tables/charts, maps, and text excerpts such as more than two lines of a published poem, more than two lines of song lyrics, or a quotation in excess of 300 words or 10 percent of the total word count of the original), with status report on action taken. **Attach copies of permission releases**

Check the appropriate box:

☐Complete manuscript: the submitted package contains the complete manuscript, including illustration call-outs, illustrations, and permissions for the book described. Additional files or illustrations will be submitted only at the acquiring editor's request.

☐Partial manuscript: the submitted package is partial. Missing files, illustrations, or permissions and expected delivery dates are listed in the sections that follow.

CD files and hard copy submitted (check all that apply):

☐ dedication	☐ foreword	☐ afterword	☐ appendix(ices)
☐ table of contents	☐ introduction	☐ list of contributors	☐ glossary(ies)
☐ list of illustrations	☐ chapters	☐ endnotes	☐ other: _____
☐ acknowledgments	(how many?___)	☐ bibliography	_____
☐ preface	☐ illus. call-outs	☐ captions	

Missing Item	Date to Come	Missing Item	Date to Come
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Illustrations submitted (check all that apply and indicate number)*

☐ maps # _____	☐ charts # _____	☐ drawings # _____	Total # = _____
☐ tables # _____	☐ photos # _____	☐ graphs # _____	☐ call-outs

Missing Item	Date to Come	Missing Item	Date to Come
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* UNM Press prefers photographic prints, slides, or camera-ready hard copies of maps, photos, drawings, charts, and graphs (tables should be supplied electronically as Word or Excel tables); if unavailable, please read and follow carefully the guidelines in the "Photographs, Tables, and Illustrations" section of the Author Handbook.

Formatting elements required (check all that apply):

☐ part numbers	☐ chapter subtitles	☐ dialogue	☐ lists
☐ part titles	☐ subsections	☐ journal, letters, or other dated entries	☐ translations
☐ part subtitles	☐ epigraphs		☐ language other than English: _____
☐ chapter numbers	☐ poetry extracts		
☐ chapter titles	☐ prose extracts	☐ endnotes	☐ other special text: _____

_____ _____

Author/Volume Editor Signature **Date**