

UNM Press Final Manuscript Checklist

THIS COMPLETED CHECKLIST MUST ACCOMPANY YOUR FINAL MANUSCRIPT

Please complete and sign this checklist and send it in with your final materials. The Press will check this list and your materials and countersign the form. **If *any* of these items are not completed satisfactorily, the materials will be returned to you and you will be required to fix the noted items** before any work on the book will begin.

Manuscript Title: _____

Manuscript Subtitle: _____

Author(s)/Volume Editor(s): _____

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).

ITEMS SUBMITTED

Author Press

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | One double-spaced, legible printed copy of the complete manuscript |
| <input type="checkbox"/> | <input type="checkbox"/> | CD(s) with complete manuscript and all illustrations. Provide a list of files. |
| <input type="checkbox"/> | <input type="checkbox"/> | Table of Contents [do NOT use Word's automatic table of contents feature] |
| <input type="checkbox"/> | <input type="checkbox"/> | List of illustrations (with shortened titles) if you want one to appear in the final book |
| <input type="checkbox"/> | <input type="checkbox"/> | Full set of photocopied illustrations and/or print-outs of digital images |
| <input type="checkbox"/> | <input type="checkbox"/> | Captions and credits list for illustrations— printed copy and electronic file |
| <input type="checkbox"/> | <input type="checkbox"/> | Call-outs within manuscript file for all illustration placement (ex. [Insert Figure 1 here]; [Insert Table 1 here]; [Insert Map 1 here]) |
| <input type="checkbox"/> | <input type="checkbox"/> | List of all items needing permission to reprint (including 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. |

INVENTORY OF SUBMITTED MANUSCRIPT & ILLUSTRATION MATERIALS

CD files and hard copy submitted include (AUTHOR check all that apply; PRESS confirm):

<input type="checkbox"/> title page	<input type="checkbox"/> prologue	<input type="checkbox"/> conclusion	<input type="checkbox"/> list of contributors
<input type="checkbox"/> dedication	<input type="checkbox"/> captions	<input type="checkbox"/> afterword	<input type="checkbox"/> captions
<input type="checkbox"/> book epigraph	<input type="checkbox"/> foreword	<input type="checkbox"/> endnotes	<input type="checkbox"/> other: _____
<input type="checkbox"/> table of contents	<input type="checkbox"/> introduction	<input type="checkbox"/> bibliography/ references	_____
<input type="checkbox"/> list of illustrations	<input type="checkbox"/> chapters	<input type="checkbox"/> appendix(ices)	
<input type="checkbox"/> acknowledgments	(how many? ___)	<input type="checkbox"/> glossary(ies)	
<input type="checkbox"/> preface	<input type="checkbox"/> illus. call-outs		
Missing Item	Date to Come	Missing Item	Date to Come
_____	_____	_____	_____
_____	_____	_____	_____

Illustrations submitted (AUTHOR check all that apply and number; PRESS confirm)*

<input type="checkbox"/> maps	# _____	<input type="checkbox"/> charts	# _____	<input type="checkbox"/> drawings	# _____	Total # = _____
<input type="checkbox"/> tables	# _____	<input type="checkbox"/> photos	# _____	<input type="checkbox"/> graphs	# _____	<input type="checkbox"/> call-outs

* Please read and follow carefully the guidelines in the “Photographs, Tables, and Illustrations” section of the Author Handbook.

Formatting elements required (AUTHOR check all that apply; PRESS confirm):

<input type="checkbox"/> part numbers	<input type="checkbox"/> chapter subtitles	<input type="checkbox"/> dialogue	<input type="checkbox"/> lists
<input type="checkbox"/> part titles	<input type="checkbox"/> subsections	<input type="checkbox"/> letters, journal, or other dated	<input type="checkbox"/> translations
<input type="checkbox"/> part subtitles	<input type="checkbox"/> epigraphs	entries	<input type="checkbox"/> language other than English:
<input type="checkbox"/> chapter numbers	<input type="checkbox"/> poetry/song extracts	<input type="checkbox"/> endnotes	_____
<input type="checkbox"/> chapter titles	<input type="checkbox"/> prose extracts	<input type="checkbox"/> footnotes	<input type="checkbox"/> other special text: _____

MANUSCRIPT FILE REQUIREMENTS

Author Press

- | | | | | | | | | | | | | | | |
|--------------------------|--------------------------|---|--------------------------|--------------------------|---|--------------------------|--------------------------|--|--------------------------|--------------------------|--|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Text is submitted in Microsoft Word, saved in compatibility mode for Word 1997 or higher. No other software programs have been used (except Excel, which is OK for tables). | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | All text is submitted in Times New Roman, 12-point font, double spaced. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | No text boxes have been used. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | There are no embedded illustrations, equations, line art, clip art, or tables. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Illustration, photo, or other figure callouts have been placed in the manuscript file at the end of each paragraph where a figure should appear. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | All tables are saved as separate Word or Excel files and labeled with chapter numbers (e.g., Chapter1_tables). Table callouts have been placed in the manuscript file at the end of each paragraph where a table should appear. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Callouts are in bold and in square brackets, e.g. [Insert Figure 4 here] | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | There is no formatting of any kind in the text other than bold for illustration callouts and italic as needed. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Hard returns are only used where line breaks are intended. Line breaks are not used at the end of each line (especially in block quotes and epigraphs). | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | There are not any extra line breaks/line spaces between paragraphs. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Manual page breaks are used between chapters (unless each chapter is submitted in a separate file). No hard returns have been used. (Authors can insert manual page breaks by going to Insert/Page break in the Word toolbar.) | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Spaces are not used to indent paragraphs. The tab function has been used at all times. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Page numbers are not listed in the table of contents; no Word-generated hyperlinks for the table of contents are used. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Book contains notes* : <table border="0" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>If notes are included, each chapter is saved as a separate file; the file names are the chapter numbers (for example, chapter01.doc; chapter10.doc.)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>There is one file labeled “Front Matter,” which includes the following: title page, dedication (if applicable), epigraph (if applicable), table of contents, list of illustrations (if applicable), foreword (if applicable), preface (if applicable), and acknowledgments. These items appear in this order.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Notes have been created in Word and are embedded in the text using the notes function. No notes were manually inserted. (The notes function is located in Word in the References toolbar.) [STRONGLY PREFERRED]</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Notes have been manually inserted.</td> </tr> </table> | <input type="checkbox"/> | <input type="checkbox"/> | If notes are included, each chapter is saved as a separate file; the file names are the chapter numbers (for example, chapter01.doc; chapter10.doc.) | <input type="checkbox"/> | <input type="checkbox"/> | There is one file labeled “Front Matter,” which includes the following: title page, dedication (if applicable), epigraph (if applicable), table of contents, list of illustrations (if applicable), foreword (if applicable), preface (if applicable), and acknowledgments. These items appear in this order. | <input type="checkbox"/> | <input type="checkbox"/> | Notes have been created in Word and are embedded in the text using the notes function. No notes were manually inserted. (The notes function is located in Word in the References toolbar.) [STRONGLY PREFERRED] | <input type="checkbox"/> | <input type="checkbox"/> | Notes have been manually inserted. |
| <input type="checkbox"/> | <input type="checkbox"/> | If notes are included, each chapter is saved as a separate file; the file names are the chapter numbers (for example, chapter01.doc; chapter10.doc.) | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | There is one file labeled “Front Matter,” which includes the following: title page, dedication (if applicable), epigraph (if applicable), table of contents, list of illustrations (if applicable), foreword (if applicable), preface (if applicable), and acknowledgments. These items appear in this order. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Notes have been created in Word and are embedded in the text using the notes function. No notes were manually inserted. (The notes function is located in Word in the References toolbar.) [STRONGLY PREFERRED] | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Notes have been manually inserted. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Book does not contain notes: <table border="0" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>One file is submitted. It includes the following: title page, dedication (if applicable), epigraph (if applicable), table of contents, list of illustrations (if applicable), foreword (if applicable), preface (if applicable), acknowledgments (if applicable), introduction (if applicable), full text, and bibliography/reference list (if applicable). These items appear in this order.</td> </tr> </table> | <input type="checkbox"/> | <input type="checkbox"/> | One file is submitted. It includes the following: title page, dedication (if applicable), epigraph (if applicable), table of contents, list of illustrations (if applicable), foreword (if applicable), preface (if applicable), acknowledgments (if applicable), introduction (if applicable), full text, and bibliography/reference list (if applicable). These items appear in this order. | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | One file is submitted. It includes the following: title page, dedication (if applicable), epigraph (if applicable), table of contents, list of illustrations (if applicable), foreword (if applicable), preface (if applicable), acknowledgments (if applicable), introduction (if applicable), full text, and bibliography/reference list (if applicable). These items appear in this order. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Bibliography has been typed manually. No automatic bibliographic software, such as Endnote or RefWorks, has been used. Tabs have not been used to indent bibliographic entries (use a hanging left indent or no indent) | | | | | | | | | | | | |

* For single-author books, all footnotes will be converted and moved to an Endnotes chapter at the back of the book; for edited volumes, each chapter’s notes will appear at the end of each chapter. If your book requires true footnotes, discuss this with your acquiring editor when submitting manuscript.

CURRENT INFORMATION FOR BOOK PRODUCTION

For multi-author/multi-editor works, main contact for Editorial and Production processes:

Preferred Mailing Address for Correspondence:

Preferred Physical Mailing Address for UPS Package Delivery (cannot be PO box, mail stop code, university department/building, etc.,):

Home Phone: _____

Office Phone: _____

Mobile Phone: _____

Preferred Email Address: _____

Vacation or Other “Unavailable” Dates in the Next Six Months:

If your book will have an index, will you:

- Create your own index
- Hire a freelance indexer and provide contact information to the Press
- Ask the Press for a list of indexers to contact
- Ask the Press to assign an indexer on your behalf (you will be invoiced directly by the freelance indexer)

Author/Volume Editor Signature

Date

Press Signature

Date

