



UNIVERSITY OF NEW MEXICO PRESS
Final Manuscript Checklist

This completed checklist must accompany your final manuscript.

Please complete and sign this checklist and submit it 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. **Your project will not be sent to the Manuscript Editorial department until we have received all materials (including permissions).**

Manuscript Title: _____

Manuscript Subtitle: _____

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

For multi-author / multi-editor works,
lead contact for Editorial/Production: _____

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

Dates you will be unavailable in the next six to nine months: _____

Items Submitted

Author Press

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Zipped email attachment, thumb drive, CD(s), or file-sharing link with complete manuscript and all illustrations. |
| <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"/> | Captions and credits list for illustrations |
| <input type="checkbox"/> | <input type="checkbox"/> | Callouts 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 10 percent of a published poem or 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 and Illustration Materials

Files submitted (check all that apply)

<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. Callouts		
Missing Item	Date to Come	Missing Item	Date to Come
_____	_____	_____	_____
_____	_____	_____	_____

Illustrations submitted (check all that apply and number)

Please read and follow carefully the Art Submission Guidelines.

<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

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

<input type="checkbox"/> Part Numbers	<input type="checkbox"/> Subsections	<input type="checkbox"/> Letters, Journals, or Other Dated Entries	<input type="checkbox"/> Translations Language Other Than English: _____
<input type="checkbox"/> Part Titles	<input type="checkbox"/> Epigraphs	<input type="checkbox"/> Endnotes	<input type="checkbox"/> Other Special Text: _____
<input type="checkbox"/> Part Subtitles	<input type="checkbox"/> Poetry/Song Extracts	<input type="checkbox"/> Footnotes	
<input type="checkbox"/> Chapter Numbers	<input type="checkbox"/> Prose Extracts	<input type="checkbox"/> Lists	
<input type="checkbox"/> Chapter Titles	<input type="checkbox"/> Dialogue		
<input type="checkbox"/> Chapter Subtitles			

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 to assign an indexer on your behalf (you will be invoiced directly by the freelance indexer)

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. |
| <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"/> | There are no embedded illustrations, text boxes, 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. Callouts are in bold and in square brackets, e.g. [Insert Figure 4 here] . |
| <input type="checkbox"/> | <input type="checkbox"/> | All tables are saved as separate Word 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"/> | 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, and there are no extra blank line breaks between paragraphs. |
| <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"/> | 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 reference list (if applicable). These items appear in this order. |
| <input type="checkbox"/> | <input type="checkbox"/> | Manual section breaks are used between chapters, not hard returns. (Insert manual section breaks by going to Page Layout/Breaks/Section Break (Next Page) in the Word toolbar.) |
| <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.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference list 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) |

Author/Volume Editor Signature

Date

Press Signature

Date