

## *Checklist for Submitting a Manuscript*

Please include this checklist when submitting your manuscript, which can be sent via an online transmission site, all elements in one folder per chapter. Check the items that are included, and indicate N/A if not applicable to your manuscript. Give the submission date for items not supplied. No production work will begin until the submission is complete.

If you anticipate wanting to order more than 10 copies of your published book at the 40% author discount, please let us know during the design stage so we can add your order to the print run.

Volume Title\_\_\_\_\_

Author(s)/Editor(s)\_\_\_\_\_

- ☐ Word count of manuscript, including bibliography, notes, and captions
- ☐ Number of figures
- ☐ Number of tables
- ☐ Abstract (150–200 words describing the book’s contents, including topics covered, time span, geographical coverage, disciplinary approach, contribution to the field, and what makes your book significant)
- ☐ Short description (A very brief, to-the-point marketing summary for product listings. Strict maximum: 350 characters (including spaces). Aim for 1–2 sentences that communicate the topic + focus + why it matters. Avoid long detail, chapter lists, or quotes)
- ☐ Key Terms (5–15 keywords that readers would search for: the main topic, time period, place/region, people/groups, and any key methods/themes. Use single words and/or short phrases [not sentences])
- ☐ Author or volume editor(s) biographies, including title, position, and institution
- ☐ Contributor list with titles, affiliations, and complete mail and email addresses. Also phone numbers.
- ☐ One paginated, complete pdf of manuscript
- ☐ Title page
- ☐ List of all figures

- ☐ Table of Contents
- ☐ Foreword
- ☐ Acknowledgments, dedication
- ☐ Preface
- ☐ Introduction
- ☐ Chapters (one chapter per file), in Word
- ☐ List of captions for all figures (with credits/sources)
- ☐ List of captions and titles for all tables (with credits/sources)
- ☐ Camera-ready art/digital files for all figures, in separate folders, one per chapter, properly labeled, in required image resolution (see Submitting Illustrations Guidelines)
- ☐ All tables in Word or Excel files **not jpegs or photo images** (the text has to be editable)
- ☐ Appendices
- ☐ Bibliography (either an individual list at the end of each article if an edited volume, or consolidated in one in the back matter)
- ☐ Word list of foreign or unusual terms with correct spelling
- ☐ List of journals, with contact names with mail and email addresses, to which review copies should be sent