

Final Manuscript Checklist

Please send in this completed checklist with your final manuscript.

Manuscript

- Manuscript is attached as single Microsoft Word file (for authored books)
- Manuscript is attached as individual Microsoft Word chapter files (for edited collections only)
- No tables, charts, or halftones are embedded in the manuscript
- No tracked changes or embedded comments are included in the manuscript
- Callouts are included for all tables, charts, and halftones—e.g., {Insert Figure 1.1 here}, {Insert Table 4.3 here}
- Manuscript is accompanied by a captions and credit list that includes
 - Captions for all halftones and line drawings, including graphs and charts (they are not necessary for tables)
 - Credits for all images that require permission

Illustrations and Tables

- All halftones (photos, paintings) are saved as individual files
- All halftones are TIFF or JPEG files
- All halftones are at least 5 inches x 7 inches at 300 dpi
- All line drawings (charts, graphs, maps) are saved as individual files
- All line drawings are EPS files
- All line drawings are at least 5 inches x 7 inches at 1200 dpi
- All line drawings are created in grayscale
- Tables are collected in Microsoft Word files organized by chapter and saved as files called “Chapter 1 Tables,” “Chapter 2 Tables,” etc.
- A complete inventory list of illustrations, tables, and/or charts has been included. This list will not be included in your book; TUP will use this list to make sure that we have received all of the illustrations, tables, and charts that should be included in the final book.

Permissions

- All permission letters are attached
- A completed permission log is attached
- All photo and interview releases are attached (if applicable)
- Formal, written permission for material that you have published previously has been secured and is included with permission letters
- If poems or song lyrics are included in the manuscript, they are either in the public domain or permission has been secured and is included with permission letters

Contact Information

- For multi-authored books and edited collections, please insert the name and contact information below for one author or editor who will be the main contact for communications and review of the manuscript and page proof: