

AUTHOR CHECKLIST

Manuscript Formatting

- ___ Use 12-point, Times New Roman font
- ___ Do not use “styles” to format subheads, block quotes, or any other elements
- ___ Select 2.0 line spacing (double space lines)
- ___ *Italicize* text that should appear in italics in the printed book
- ___ Begin paragraphs with a tab indent and do not leave a blank line between paragraphs
- ___ Do not type subheads in full caps
- ___ Remove all headers or footers (other than page numbers)
- ___ Eliminate all macros from text files
- ___ Notes should be grouped at the end of the manuscript (number notes starting with 1 for each chapter)
- ___ Activate page numbers (do not use Roman numerals in front matter)
- ___ Place callouts for art (figures, tables, photos, etc.) between paragraphs at approximately the place where the art should appear (i.e., <FIGURE 1 HERE>)

Manuscript Organization

- ___ Clearly identify all manuscript components and place in the following order, **as one document** (insert page breaks between each):
 - *Title page* (author(s) name exactly as it should appear in final book)
 - *Dedication page* (optional)
 - *Contents page* (without page numbers)
 - *Foreword* (written by another author), *preface* (written by you), or *acknowledgments/permissions* section (all optional)
 - *Introduction*, *List of Abbreviations*, and *Chronology* in that order (all optional)
 - *Chapters* (numbered and titled exactly as they appear on contents page)
 - *Appendix(es)* (optional)
 - *Glossary* (optional)
 - *Bibliography/works cited/references* (optional)
 - *Notes* (optional; to note: In final book they will appear before the glossary and bibliography)

Art and Captions

- ___ All art must meet U of I Press art guidelines requirements (dpi, size, etc.)
- ___ Do not embed any art (figures, tables, photos, etc.) in the manuscript
- ___ All digital art must be named with its figure number and author's last name, (e.g., Fig. 1 Maguire.tif) and correspond EXACTLY with callout placed in manuscript (<Fig. 1 Maguire HERE>)
- ___ Label hard copies with figure numbers on back of art
- ___ Title and double-space all tables
- ___ Create a separate captions document, organized by figure number and including source and credit line (courtesy of XXX) as required by the permission form

Permissions

- ___ Submit completed permissions log documenting permissions granted for all copyrighted material
- ___ Mark each permission form with the figure number(s) of the item it refers to
- ___ Make sure each permission form has been *signed* by copyright holder
- ___ Provide copies of all permission letters

SUBMITTING YOUR FINAL MANUSCRIPT, ART, AND SUPPORTING DOCUMENTS

- ___ Email final manuscript (including all aforementioned components, the permissions log, and the author questionnaire) to U of I Press acquisitions editor. A mailed print out is *not required*.
- ___ Final digital art should be labeled and sent via a file share program (Dropbox, Hightail, etc.)
- ___ Final hard copy art should be labeled and sent via mail
- ___ Printouts of *all* labeled art (electronic and hard copy) should be sent via mail
- ___ If manuscript quotes poetry or primary documents extensively, mail photocopies of each quoted poem and primary document clearly labeled and its location in the manuscript noted
- ___ Photocopies of all signed and approved permissions documentation should be sent via mail
- ___ The author questionnaire, completely filled out electronically and returned via email
- ___ Final index is due from author upon page proof review and not at this time (but it is advised to start index word list in advance of that deadline)