

## Checklist for Manuscript Delivery

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Please fill out and enclose with your manuscript and other materials.

Author: \_\_\_\_\_ Book Title: \_\_\_\_\_

### Electronic copy of manuscript

- caption list
- other parts of manuscript: \_\_\_\_\_
- Word       WordPerfect       Works (saved as rich text/rtf)       Mac       PC
- Special elements:*       non-Roman alphabet characters       diacritical signs
- other special elements: \_\_\_\_\_
- Word count (not including notes or bibliography): \_\_\_\_\_

### Permissions (check all that apply)

- for images       for interviews       for quoting       for reprinted material
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### Images (check all that apply)

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- image numbers (01 through 25, for example)
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### Parts of the manuscript (check all that apply)

- dedication       acknowledgments       table of contents
- preface       introduction       appendices
- notes (must start with 1 for each chapter)
- bibliography
- foreword (author: \_\_\_\_\_ )       permission       short bio
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What style (Chicago, MLA, etc.) did you use for your notes and bibliography? \_\_\_\_\_

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