Checklist for Delivery of a Multicontributor Manuscript

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

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Use the working title, or your preferred title, but also include a separate list of title suggestions.

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☐ Word　　　☐ WordPerfect　　　☐ Works (saved as rich text/rtf)　　　☐ Mac　　　☐ PC

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Word count (not including notes or bibliographies): _____

Contributors

　　releases*　☐ About the Contributors identifiers enclosed (50–90 words)

　　Check that contributor names are presented as specified in the release in every occurrence:

☐ table of contents　　☐ Introduction　　☐ essay drop page　　☐ in About the Contributors

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☐ for interviews　　☐ for quoting　　☐ for reprinted material　　☐ for images　　☐ other:_____

Essays

☐ titles have been edited to reduce repetition

☐ appear in the same order in the Introduction as in the table of contents

Titles are the same in each location:

☐ in the table of contents　　☐ in the introduction　　☐ on the essay drop page

Parts of the manuscript (check all that apply)

☐ dedication　　☐ acknowledgments　　☐ table of contents　　☐ preface　　☐ introduction

☐ appendices　　☐ notes (must start with 1 for each essay)　　☐ bibliographies/works cited

☐ foreword (author: _____)　☐ permission　　☐ short bio

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What style is used for the notes and bibliographies? _____

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