

## 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).  
*Exception: If your manuscript is an edited collection and you would like the endnotes to appear at the end of each individual chapter, please let your editor know. The Press will determine the best course of action on a case by case basis.*
- 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>)
- Use Chicago Manual of Style 17<sup>th</sup> edition, notes and bibliography style throughout manuscript

### 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), *acknowledgments/permissions* section, or *preface* (written by you) (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* (mandatory for scholarly texts)
  - *Contributor bios* (optional)

– *Notes* (optional; place at the end of the document and use Arabic numerals. 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 (300 dpi, 4” 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>)
- \_\_\_ Title and double-space all tables (send source files)
- \_\_\_ 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 electronic 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.)
- \_\_\_ If manuscript quotes poetry or primary documents extensively, email scans or mail photocopies of each quoted poem and primary document clearly labeled and its location in the manuscript noted
- \_\_\_ Scans of all signed and approved permissions documentation should be sent via email
- \_\_\_ 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); as a reminder, the author is responsible for providing/paying for the index