

AUTHOR CHECKLIST FOR SUBMITTING ALL FINAL PROJECT FILES

Updated 5.29.25

Manuscript Formatting

- ___ Use 12-point, Times New Roman font
- ___ Select 2.0 line spacing (double-spaced lines)
- ___ Remove all headers and footers (other than page numbers)
- ___ Eliminate all macros from text files
- ___ Begin paragraphs with a tab indent; *do not* insert blank lines to show paragraph starts/ends
- ___ Be consistent with the use of line spaces and/or dingbats when denoting breaks in the body copy
- ___ Do not type subheads in full caps
- ___ If any characters, emojis, symbols, etc. are inserted in the manuscript, alert acquisitions
- ___ *Italicize* text that should appear in italics
- ___ Notes should be grouped at the end of the manuscript (starting with ¹ for each chapter); Word automatically groups notes at the end of a document, but during book design the notes will be correctly moved before sources (bib, works cited, references)
Exception: Edited collections may insert endnotes/sources at the end of each individual chapter
- ___ Activate page numbers (do not use Roman numerals in frontmatter)
- ___ Place art callouts in the manuscript (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 18th Edition* as a style guide; notes and bib style, if applicable
- ___ It is the responsibility of the author to fact check citations, quoted material, proper nouns, and supply correct and correctly formatted backmatter material; please review all before submitting

Manuscript Organization

- ___ All project-applicable manuscript components should be placed within the final manuscript document in the following order (insert section/page breaks between each):
 - Title page: book title and author name(s) exactly as it should appear in the final book
 - Dedication page
 - Contents page (without page numbers or leaders)
 - Foreword (written by another) or preface (written by author)
 - Introduction, list of abbreviations, and chronology (in that order)

- Chapters (chapter titles mirroring contents page)
- Contributor bios
- Appendix(es)
- Glossary
- Acknowledgments/permissions
- Sources (bibliography/works cited/references—*MANDATORY* for scholarly books)
- Notes (in final book design, notes will appear before the sources)

Art, Captions, Alt Text

- _____ All art must meet the press's print-quality standards and follow the art program submission guidelines (see UI Press Art Program Guidelines document)
- _____ Do not embed any art (figures, tables, photographs, etc.) in the manuscript; save all art as individual files and follow Art Program Guidelines instructions
- _____ Following the Art Program Guidelines naming system, check that all art file names match the captions and alt text documents and the art callouts in the manuscript
- _____ Create a separate captions document (Times New Roman, 12 point, double spaced), organized by figure number and include source and credit line information in caption as required by the permission consent; submit with final manuscript
- _____ Create a separate alt text document (Times New Roman, 12 point, double spaced), organized by figure number; submit with final manuscript
- _____ Alert the acquisitions editor via email to any specific art program requests (cropping, size, etc.)

Submitting Permissions to Your Acquisitions Editor

- _____ Email completed permissions log documenting permissions granted for all copyrighted material
 - _____ Email copies of all permissions forms/letters and note if text or art permission; if text, note where it appears in the manuscript / and if art, note the figure number
- NOTE: Make sure each permission form/letter has been *signed* by copyright holder

Submitting All Applicable Project Files to Your Acquisitions Editor

- _____ Email the final manuscript, captions, and alt text
- _____ Email the completed author questionnaire
- _____ Email the permissions log and all signed and organized documentation
- _____ Follow the Art Program Guidelines document for submitting art files
- _____ If the manuscript extensively quotes poetry or primary documents, email scans or mail photocopies of scanned primary sources, noting the page number of occurrence in the manuscript
- _____ The final index, if applicable, is not due at this time; as a reminder, the author is responsible for providing/paying for the index, which is due at the end of the page proof review