

Yale UNIVERSITY PRESS

Manuscript Submission Checklist

Please complete the checklist and submit it with your final manuscript. This form is also available in Microsoft Word.

Text

Word count—including notes, bibliography, tables, and captions—is within contract length

Manuscript is complete except for an index

Files are named and numbered according to the guidelines

Printout matches files exactly and is paginated in one continuous sequence

Notes are numbered 1-up by chapter

Illustrations, tables, and boxes, if any, are placed in separate files, with “callouts” in the text

If any boxes above are not checked, explain exceptions: _____

Operating system used (Mac/Windows): _____

Word-processing software used (Microsoft Word/[specify other]): _____

Fonts used: _____

Illustrations

Illustration count is within contract length

Illustration files are acceptable in format (e.g., TIFF, EPS) and resolution (300 ppi)

Files are named and numbered according to the guidelines

Illustration captions are supplied as a separate list and include all necessary credit lines

Art log is supplied

Numbered printouts of electronic art, matching files exactly, are interleaved with final labeled non-electronic artwork, if any, to produce one complete set of “original” illustrations

- Photocopies of all illustrations are supplied, with figure numbers and cropping clearly marked

If any boxes above are not checked, explain exceptions: _____

Permissions and Releases (in each case, indicate Y for Yes or N/A for Not Applicable):

All necessary permissions or work-for-hire agreements for *illustrations* are obtained: _____

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If your book is an *edited volume* or contains *items written by someone else* (e.g., foreword), contributors' agreements are obtained: _____

If any answers above are not Y or N/A, explain exceptions: _____

Does your work contain *statements of fact about a living person or existing organization* which might damage their reputation, and which the person might not wish to have published? Indicate no or explain: _____