

# 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):

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