

Checklist for Submitting a Manuscript

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Volume title: _____

Author/Editor (s): _____

- Disks (supply disk inventory)
- Abstract (150 words describing the book's contents, including topics covered, time span, geographical coverage, general thrust, and disciplinary approach)
- Title page
- List of all figures (with credits/sources)
- List of all tables (with sources)
- Table of contents
- Foreword
- Acknowledgments/dedication
- Preface
- Introduction
- Chapters (one chapter per file)
- List of captions for individual chapters
- List of table titles for individual chapters
- Camera-ready art/digital files for all figures
- Appendices
- Bibliography
- Author/Volume editor biographies
- Contributor list with affiliations and complete street addresses/ e-mail addresses
- Word list (of foreign or unusual terms)