

# Submission Checklist *In Detail*



## Submission checklist

This document is a guide to what you will need to submit to us once your typescript is ready. **Please note, production cannot start until these items are finalised.**

Asterisked items only apply to some projects – please clarify with your Content Manager if you are uncertain about what to provide.

### For authors writing in Word:

		Done?
Word file of your final typescript	<p>Must:</p> <ul style="list-style-type: none"> <li>• Match specifications agreed in your contract</li> <li>• Be final – we will be unable to accept any substantial changes after submission. Please also resolve any tracked changes or comments before sending.</li> <li>• Have a title/subtitle that matches your contract</li> <li>• Meet the word count specified in your contract, including all preliminaries and endmatter</li> <li>• Contain all preliminaries</li> <li>• Contain all tables created in Word embedded in text (un-editable tables should be treated as images and submitted as original files)</li> <li>• Contain decimally numbered placement instructions for images</li> <li>• Have a consistent style, including notes and references, throughout</li> <li>• <b>**Include a numbered list of images, tables and/or maps with a short description and, where appropriate, credit line</b></li> <li>• <b>**Contain a bibliography</b></li> </ul>	

<p>**Image/figure files</p>	<p>Must be:</p> <ul style="list-style-type: none"> <li>• A complete set of images – please check that all are present and correct before submitting</li> <li>• Numbered to match the placement instructions in your submitted manuscript</li> <li>• Numbered decimally by chapter (e.g. 1.1, 1.2, 2.1, etc.)</li> <li>• At the correct resolution at final printing size and in the correct file formats – 300dpi for tonal images, 1200dpi for line drawings (see the Figures guide for more information)</li> </ul> <p>Please note that we cannot improve the quality of the figures sent to us, so if you are unable to obtain an image with the minimum level of quality, it is often better to leave it out instead of including it; it will appear fuzzy or pixelated in your book.</p>	
<p>**Index</p>	<ul style="list-style-type: none"> <li>• Insert the index generated in Word at the end of your typescript.</li> <li>• The index you submit will be considered final, except for any errors of fact or typographical errors found during production.</li> </ul>	
<p>Illustration Checklist</p>	<p>Include:</p> <ul style="list-style-type: none"> <li>• Image numbers matching those in your manuscript and the file names of the images you have provided to us</li> <li>• Information on final colour and size</li> <li>• Third-party rights information for each image</li> <li>• In the ‘Comment’ section, any other preferences for each image, e.g. you would like two images to appear side-by-side, or you would like a certain image to be cropped. It’s important that these requirements are flagged before your book enters production, as changes during typesetting are much more difficult and likely to cause delays.</li> <li>• Please list images that will form part of a single figure separately, e.g. 2.1a, 2.1b.</li> </ul>	

<p>Marketing Questionnaire</p>	<p>The information provided in this questionnaire helps the Marketing Executive and other staff working on your book to start a whole range of promotional activities at the opportune time, including:</p> <ul style="list-style-type: none"> <li>• Writing text for back cover copy and web copy</li> <li>• Planning reviews, conferences and prize/award nominations</li> </ul>	
<p>Chapter Keywords and Abstracts spreadsheet</p>	<p>Please provide:</p> <ul style="list-style-type: none"> <li>• 5-10 keywords for your book as a whole</li> <li>• 5-10 keywords per chapter</li> <li>• 150-word abstract for each chapter of your book</li> </ul>	
<p>**Caption document</p>	<p>Word document containing a list of the captions for your images:</p> <ul style="list-style-type: none"> <li>• Numbered to match the placement instructions and file names for your images</li> <li>• Credits lines only need to be included if the rights holder has stipulated this specifically</li> </ul>	
<p>**Contributor list</p>	<p>For each contributed chapter of the book provide:</p> <ul style="list-style-type: none"> <li>• Title and chapter number for each contributor</li> <li>• Full name</li> <li>• Affiliation</li> <li>• Email address</li> <li>• Postal address</li> </ul> <p>You'll also need to:</p> <ul style="list-style-type: none"> <li>• Ensure you have included a contributor list with the desired information in the prelims of your book</li> <li>• Confirm whether you would like proofs to be sent to all contributors during production (if so, contributors will then send any corrections to you for collation, to ensure you retain oversight of the text).</li> </ul>	

<p>**Suggestions for cover image</p>	<p>If the editorial team have asked you to supply a cover image, you should submit a few suggestions along with your manuscript. Getty (<a href="http://www.gettyimages.co.uk/">http://www.gettyimages.co.uk/</a>) is the Press's preferred supplier of images, as we have an agreement which allows us to purchase the royalty-free images on the site at affordable rates, and premium access (PA) Getty images are free. However, it is best to ask your Cambridge contact which library is usually best for your discipline. If you are planning to supply an image from another source, you will need to apply the proper third party rights alongside.</p>	
<p>**PDF file of manuscript</p>		

**For authors writing in LaTeX:**

		<b>Done?</b>
<p>LaTeX files of your final typescript</p>	<p>Must:</p> <ul style="list-style-type: none"> <li>• Match specifications agreed in your contract</li> <li>• Be final – we will be unable to accept any substantial changes after submission</li> <li>• Have a title/subtitle that matches your contract</li> <li>• Meet the word count specified in your contract, including all preliminaries and endmatter</li> <li>• Contain all preliminaries</li> <li>• Contain all tables created in LaTeX embedded in text (un-editable tables should be treated as images and submitted as original files)</li> <li>• Have a consistent style, including notes and references, throughout</li> <li>• **Include a numbered list of images, tables and/or maps with a short description and, where appropriate, credit line</li> <li>• **Contain a bibliography</li> </ul>	
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<p>**Image/figure files for any images that are not embedded in the code</p>	<p>Must be:</p> <ul style="list-style-type: none"> <li>• Numbered to match the placement instructions in your submitted manuscript</li> <li>• Numbered decimally by chapter (e.g. 1.1, 1.2, 2.1, etc.)</li> <li>• At the correct resolution at final printing size and in the correct file formats – 300dpi for tonal images, 1200dpi for line drawings (see the Figures guide for more information)</li> </ul> <p>Please note that we cannot improve the quality of the figures sent to us, so if you are unable to obtain an image with the minimum level of quality, it is often better to leave it out instead of including it; it will appear fuzzy or pixelated in your book.</p>	
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