

Submission checklist

Checklist for submission: Word

Please confirm that you have supplied the following:

Mark with an X	Source file	Notes
	Title page – with author names and affiliations	
	Dedication or epigraph*	
	Table of contents	
	Lists of figures, maps, tables etc.*	
	List of contributors in alphabetical order *	
	Foreword *	
	Preface *	
	Acknowledgments *	
	Miscellaneous lists, e.g. abbreviations, notations, etc. *	
	Note on the text, transliteration etc.*	
	Any other items for the preliminary pages, e.g. conversion tables, chronology etc.*	
	Main text, including footnotes or endnotes	
	Bibliography/References *	
	Appendices *	
	Glossary*	
	Index	
	All figures as separate files	
	Figure captions	
	A PDF file of the entire typescript*	
	Illustration checklist	
	Permissions information	
	Marketing questionnaire	

* = if applicable

Please give the total number of the following in the book:

Words		Exercises	
Black & white/greyscale figures		Worked examples	
Colour figures *		Anything else of note (case studies, maps, etc.)	
Tables			

* Do not supply colour figures unless agreed with your Commissioning Editor.

Checklist for submission: LaTeX

Please confirm that your typescript, when compiled, contains the following:

Mark with an X	Source file	Notes
	Title page – with author names and affiliations	
	Dedication or epigraph*	
	Table of contents	
	Lists of figures, maps, tables etc.*	
	List of contributors in alphabetical order *	
	Foreword *	
	Preface *	
	Acknowledgments *	
	Miscellaneous lists, e.g. abbreviations, notations, etc. *	
	Note on the text, transliteration etc.*	
	Any other items for the preliminary pages, e.g. conversion tables, chronology etc.*	
	Main text, including footnotes or endnotes	
	Bibliography/References *	
	Appendices *	
	Glossary*	
	Index	
	All figures as separate files	
	Figure captions	

* = if applicable

Please also supply:

	Complete source files	
	A PDF file of the entire typescript*	

	Illustration checklist*	
	Permissions information	
	Marketing questionnaire	

* = if applicable

Please give the total number of the following in the book:

Words		Exercises	
Black & white/greyscale figures		Worked examples	
Colour figures *		Anything else of note (case studies, maps, etc.)	
Tables			

* Do not supply colour figures unless agreed with your Commissioning Editor.

Checklist for submission: Camera Ready Copy

Please confirm that you have supplied the following:

Mark with an X	Source file	Notes
	A complete, print-ready PDF of all content	
	Permissions information	
	Marketing questionnaire	

Checklist for submission: InDesign

Please confirm that you have supplied the following:

Mark with an X	Source file	Notes
	Title page – with author names and affiliations	
	Dedication or epigraph*	
	Table of contents	
	Lists of figures, maps, tables etc.*	
	List of contributors in alphabetical order *	
	Foreword *	
	Preface *	
	Acknowledgments *	
	Miscellaneous lists, e.g. abbreviations, notations, etc. *	
	Note on the text, transliteration etc.*	
	Any other items for the preliminary pages, e.g. conversion tables, chronology etc.*	
	Main text, including footnotes or endnotes	
	Bibliography/References *	
	Appendices *	
	Glossary*	
	Index	
	All figures as separate files	
	Figure captions	
	A PDF file of the entire typescript*	
	Illustration checklist	
	Permissions information	
	Marketing questionnaire	

* = if applicable

Please give the total number of the following in the book:

Words		Exercises	
Black & white/greyscale figures		Worked examples	
Colour figures *		Anything else of note (case studies, maps, etc.)	
Tables			

* Do not supply colour figures unless agreed with your Press editor.