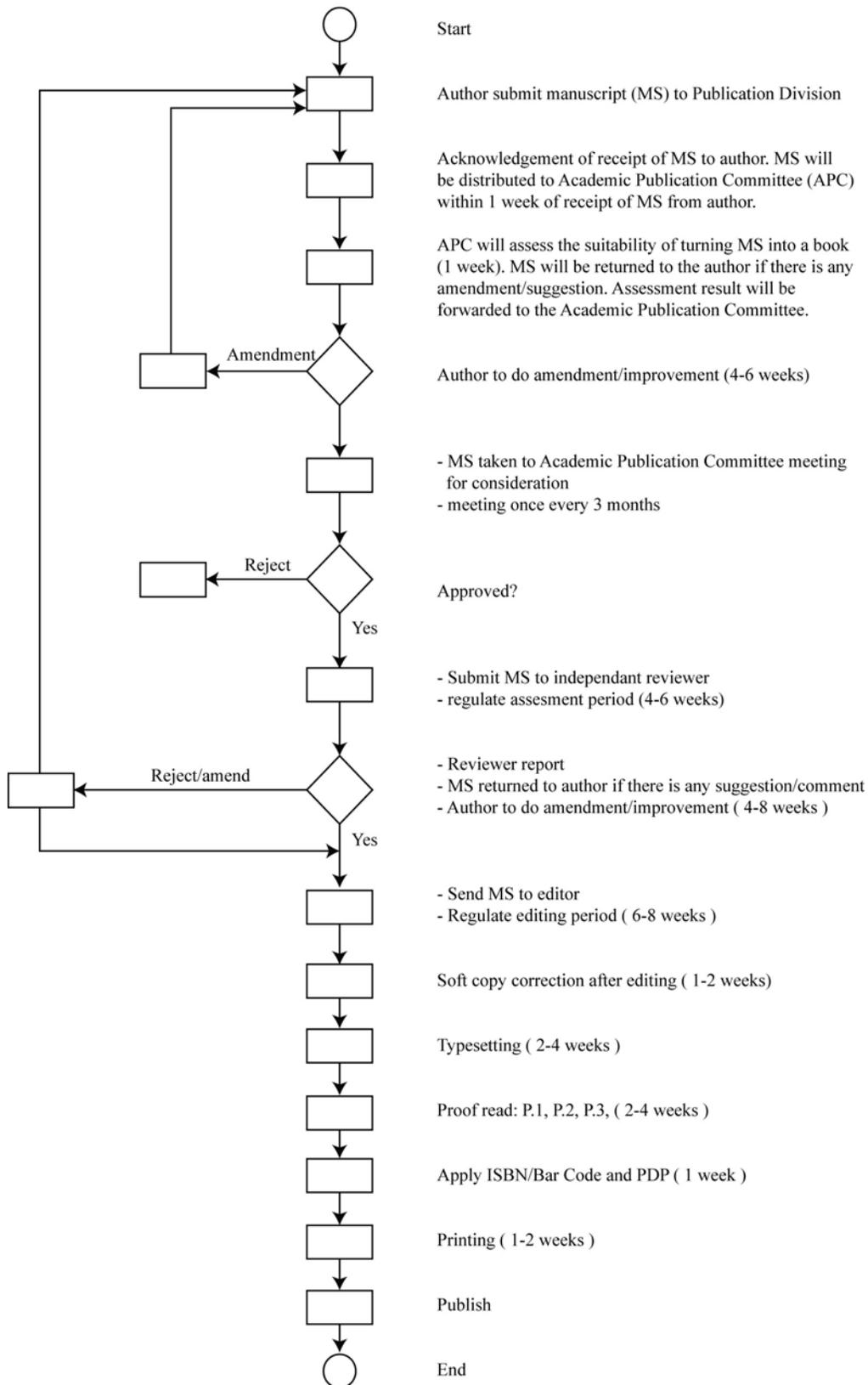


# **MANUSCRIPT PUBLICATION MANUAL**

**UNIVERSITI MALAYSIA SARAWAK  
2010**

## Original Manuscript Publishing Flowchart



## Manuscript Publishing Flowchart

Manuscript that carries the UNIMAS Press stamp are subjected to rigorous process of reviewing and editing as required by the standard publication procedures for scholarly material.

Before a publication can appear with a UNIMAS logo (refer to flowchart):

1. The author submits a manuscript (in soft and hard copy), together with a written supporting statement, to the Publication Division. The statement should include the aim of the publication, an identification of the target audience, and a justification for its production under the university imprint.
2. Acknowledgement of manuscript receipt will be given to author and manuscript will be distributed to the Academic Publication Committee (APC) within a week of receiving the manuscript.
3. APC will assess the suitability of turning the manuscript into a book within 2 months of receiving the manuscript. Assessment result will be forwarded to the Publication Division and the manuscript will be returned to author if there is any amendment/suggestion.
4. Author will make the necessary amendment or address the suggestions and resubmit the manuscript to the Publication Division.
5. Approved manuscript will be submitted to an internal/external assessor/reviewer. The assessment period will be 4-6 weeks.
7. Manuscript will be returned to author if there is any suggestion/comment from the assessor.
8. Manuscript approved for printing will be edited by an internal or external editor. A period of 4-8 weeks is given for the editing period.
9. The author will make the soft copy correction after the editing is completed. A period of 1-2 weeks is given for this.
10. The manuscript will be sent for typesetting once editing is complete. (1-2 weeks).
11. Proofread will be conducted. A period of 1-2 weeks is provided for this.
12. Once the proofread process is completed, the Publication Division will apply for the ISBN/Bar Code and PDP within a week, and the manuscript is ready for printing.

## **MANUSCRIPT PROCESSING**

### **Reviewing**

UNIMAS will assess the suitability of manuscript based on its policy as a university publisher; in addition, taking into account the benefits of its publication.

All manuscript due for publication by UNIMAS will be reviewed by an appointed reviewer. More than one reviewer may be solicited to review a manuscript. UNIMAS (through the Academic Publication Committee) is free to appoint anyone it deems fit to assess the manuscript. The reviewer will be given 4-6 weeks to hand in their assessment report. The reviewer will be requested to assess the manuscript quality in terms of writing, scholarly level and the manuscript contributions to the country if published.

In cases where conflicting reviewers reports are generated, the final decision for the manuscript to be published lies with the Academic Publication Committee. Reviewers are paid RM200.00 for manuscript of 200 pages or less; RM300.00 for manuscript of 201-300 pages; and RM500.00 for manuscript of more than 300 pages.

### **Editing**

Depending on needs, books published by UNIMAS will be edited by an internal or external editor. When appointed, the editor must adhere to the terms and conditions and rules that have been fixed.

The editor is expected to use standard international symbols during the manuscript editing. Most importantly, the instruction must be clear to the proofreader. The editor will be paid RM3.00 to RM6.00 per page as decided by the Head of Publication Division and with the approval of the Deputy Vice Chancellor (Research and Innovation).

The editor is given 6-8 weeks to complete their editing work. After the fixed period, the editor is expected to submit the manuscript to the Publication Division of UNIMAS at their own cost. Editor must proofread their manuscript at least once before the amount of payment is approved.

### **Typesetting**

The Academic Publication Committee will do the typesetting whether through internal work or through a private company. The typesetter is required to do the page design according to the specification decided by the Publication Division. The typesetter should also adhere to the condition fixed by the Publication Division. The typesetting period normally reserved is 2 weeks.

## **HOW TO PREPARE YOUR MANUSCRIPT FOR SUBMISSION**

To know what the inside of a book looks like, please refer to Appendix I for a brief preview. The followings are guidelines on various aspects of manuscript preparation to ensure smooth editing of manuscript and all the intended insertion is included.

### **Presentation**

Print on one side only on A4 paper. Paragraphs should be indented -- use tab. Use double spacing in your manuscript. This includes the table of contents, block quotations, footnotes, bibliography, tables, and captions. This will allow for careful reading by editors and typesetters; and provide space for inserting corrections.

### **Graphics/ Art Insertion**

Do not paste photos/graphics/arts in your manuscript. We need high resolution copies for good quality printing. Pasting them in Word lowers the resolution. Instead, indicate in your text where you want the graphics or art inserted. Example: <insert Table 1.1 here>, and send to us the original copy or file of your photos/graphics/arts separately.

Except for photograph (only when applicable), each graphics/art insertion should have a number and a title. If you are sending an original print copy, label each piece of art with its number. Tape a slip of paper bearing the number to the back of the photograph or illustration, or write the number directly on the back with a felt-tip pen. Do not use post-it notes as they can easily become detached.

Submit captions along with the art, in a separate typed, double-spaced, numbered list for each kind of art. For example, prepare one list for photographs, one list for maps, and one list for line art. The number of the caption must correspond to the number on the art. Include any necessary source or credit information for the artwork within parentheses following each caption.

If you wish to show how a photo should be cropped, you may write your instructions on the back of the print with a felt-tip pen, noting specific portions that should or should not be cropped. Or you may mark crops on a photocopy of the image. Indicate the top of the photo if it is not obvious.

You may, however, insert your tables or graphs directly in your text. Number them consecutively within chapters, for example, Tables 1.1, 1.2, 1.3, and so on in chapter 1 and Tables 2.1, 2.2, 2.3 in chapter 2. Your text should explicitly refer to each table included in the manuscript. For example: "See Table 5.5 for a comparison."

## Manuscript Proposal

You are welcome to propose your idea to the Academic Publication Committee beforehand before you begin your writing project or are halfway through your writing. Please send your proposal to the Head of the Publication Division, UNIMAS.

A proposal should give the Academic Publication Division a clear and detailed idea of what your book will be about. The proposal should tell the members why you are writing this particular book at this particular time in your own career, and more important, in the development of your field.

Please give a narrative description of the proposed book's themes, arguments, goals, place in the literature, and target audience. You may use the following questions as guidelines:

- What information are you planning to reveal?
- What was your method for gathering information?  
or  
What was your research methodology?
- If the information comes from a research study, when was the study conducted?
- What confusions do you wish to clarify?
- How is this book different from all other books?
- Why does your book matter and to whom does it matter?

Also include an annotated table of contents, with a brief description of the contents of each chapter and the period of time it might take you to complete your manuscript once you receive the go-ahead from the Academic Publication Committee. You will be informed of the decision, in writing, by the Publication Division, UNIMAS.

If the book is multi-authored, please make it clear that the authors have committed themselves to contributing their respective chapters and please provide biographical information on each author (a one-paragraph summary is acceptable). Also, state the period of time needed to complete the manuscript once you receive the go-ahead from the Academic Publication Committee. You will be informed of the decision, in writing, by the Publication Division, UNIMAS.

## What Is A Book?

UNIMAS Publisher adopts the Chicago Manual of Style, 14th Edition in their book arrangement. Our books are arranged in the following manner:

### Preliminary Pages

Note that the numbering for the preliminary section are done in Roman small letters

Half Title.....	i
Serial Title or Frontispiece .....	ii
Title Page.....	iii
Copyright Page.....	iv
Dedication/Epigraph.....	v
(A page leave empty).....	vi
Content List.....	vii
Figure List.....	viii
Foreword.....	ix
Preface .....	x
Half Title.....	xi
Acknowledgement (if not in preface).....	xii
Introduction (if not part of text).....	xiii

### Half Page Title

This page contains only the title. Type size can be reduce to 20-30% of the original size.

### Half Page Title Verso

This page is normally left empty. If the book is part of a series, other titles in the series and the author or editor's name can be placed.

In some circumstances, a frontispiece can be inserted here. Even though normally illustrations are inserted; pictures, maps, illustrations or list of genealogy can be inserted as well.

### Title page

Title page has the full title. It also has the author, editor, and translator's name (if applicable), and UNIMAS as the publisher. The graphic designer will adjust the type size between the main title and subtitle. Book title is in Capital letters, and usually Subtitle is small letters. The author's name will appear below the title. Title and academic qualification of author's need not be included. Translator's name will appear after the print "Translator". The font size for the translator must be smaller than author's name. UNIMAS Logo is fully printed and the word "Published by Universiti Malaysia Sarawak". Year of publication is printed below the word "Kota Samarahan".

## Copyright Page

If it is a translation, the background of the book is mentioned such as the original title, author, and original publisher. Also mentioned is the name of the party that sponsors this publication. For example,

Buku ini adalah terjemahan yang sah daripada buku "Triad Power" oleh Kenichi Ohmae terbitan McKInsey & Co. Inc, 1989. terjemahan ke Bahasa Melayu dilakukan oleh Ismail Ahmad. Penerbitan buku ini ditaja oleh Yayasan Toyota.

Copyright notice: Copyright notice normally written:

*Hakcipta terpelihara. Tiada mana-mana bahagian jua daripada penerbitan ini boleh diterbitkan semula atau disimpan dalam bentuk yang boleh diperoleh semula atau disiarkan dalam sebarang bentuk dengan apa cara sekalipun termasuk elektronik, mekanikal, fotokopi, rakaman atau sebaliknya tanpa mendapat izin daripada Penerbit.*

or

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, electronic, mechanical photocopying, recording or otherwise, without the prior permission of the Publisher.

## Dedication

This depends on the author to prepare. It must be kept simple and the font must be in italic and bold.

## Content

This section is given a simple title "Content". This should contain the title, and the opening page for each section in the book (preliminary page, text section, and the end section, including the index)

### 1) Single Author

For clarity and ease of reading, an academic book is normally divided into chapters. Each chapter has its own title and the title of each chapters is mentioned in the content. Below is an example for the content arrangement of such book:

## CONTENT

List of Tables	x
Foreword by Professor Hans-Dieter Evers	xiii
Preface	xv

Acknowledgements	xvii
Glossary	xix
List of Abbreviations	xxii
1 Introduction	1
2 A Critical review of Malaysian Middle-Class Studies	18
3 Industrialization and Middle-Class Formation in Malaysia	32
4 The Making of the New Malay Middle Class	59
5 The New Malay Middle-Class Family	78
6 New Malay Middle-Class Lifestyles and Culture	100
7 The New Malay Middle Class and Community	127
8 Malay Middle-Class Politics, Democracy and Civil Society	149
9 The New Malay Middle Class and Melayu Baru	168
10 Concluding remarks: the New Malay Middle Class and Social Transformation	191
Note	210
Bibliography	227
Index	238

## 2) Multiple Authors

If the book is a group effort where each chapter has its individual author, the title of each chapter and author's name must be mentioned. Below is an example for the content arrangement of such book:

### Content

Preface	vii
The Contributors	ix
Urbanisation in Sarawak: A context Hew Cheng Sim	1
Gender, Labour, Wages and Migration Goy Siew Ching and Low Kuek Long	21
Woman and Health Adela Baer	42
Madness and the Hegemony of Healing:	71

the Legacy of Colonial Psychiatry in Sarawak  
Sarah Ashencaen Crabtree

Elderly Women Experiences of Urbanization Ling How Kee	88
Like a Chicken Standing on One Leg: Urbanization and Single Mothers Hew Cheng Sim	104
From Highland and Lowlands: Kelabit Women and their Migrant Daughters Poline Bala	120
Conclusion Hew Cheng Sim	140
Index	143

### Illustration List

This section is given the simple title "Illustration" and the font size must be similar to the Content Section. If the book contains various illustrations (Figure, Picture, Chart, map), the lists must be divided according to each category. Pages where the illustration can be found in the book must be mentioned even though there is no folio numbers in the page. Example:

List of Figures	x
List of Pictures	xi
List of Tables	xii
List of Chart	xiii
List of maps	xiv

### Forewords

Forewords are statement made by other than the author; normally a respected figure in the field. Forewords are normally 2-4 pages and the name of the writer is mentioned in the last part (in small letters).

### Preface

A preface is statement made by the author of the book. Among the matters included by the author could be the reason for the manuscript, research methodology used,

acknowledgement, and sometimes permission obtained to use certain materials in the books.

If the Preface is written for the publication of a new edition, the new preface must precede the original preface normally written with the title "First Edition Preface". If the book contains the translator's preface and author's preface, the translator's preface must come first.

### Acknowledgement

If the acknowledgement section is going to be long, it is better to provide a separate section for the acknowledgement page.

### Additional Notes

Other than those mentioned, there are a few details that may be needed in a book especially scholarly book. Other details that may be included in the preliminary section of a book include the following:

**Introduction:** In general, introduction is included in the text. But, if the content does not form part of the subject in the text, a separate introduction can be placed in the preliminary section. This introduction may include explanation on the editorial guidelines, text usage or bibliography details that need to be understood by readers prior to reading the main text.

If the Introduction is mentioned in the text, materials that may have a close relationship with the text, such as historical background must be mentioned in the Introduction, i.e., as part of the text pages. The text section must be free from acknowledgement, methodology, research history, and other matters related to the preparation of the manuscript.

**Short Note List:** For scholarly books that use a lot of references in the form of abbreviation, the list of abbreviations and explanation can be given in the preliminary section.

**Contributors List:** If the book is by several authors such as books which originates from seminar or proceeding working papers, list of contributors must be included. For such books, only the editors name are mentioned in the title page. The list of contributors must be arranged according to alphabetical order and names mentioned in full.

**Chronology:** List of events involving the leading character in the book (biography) may be needed to enhance readers understanding. If applicable, the chronology page may be placed before the text.

## **Text Section**

In general, the preliminary section serves as guidelines for the contents and the books and the end section the references. The text section may present whatever it is that the author wishes to convey.

The arrangement of text will assist the author in explaining his aim to his readers. The author must present the material in a logical manner, neatly arranged, choosing matters that are important, and avoiding repetitions.

## **Chapters Sectioning**

Manuscript in the form of prose can be divided according to chapters, normally but not a must, in the same length. The chapter titles must be synchronized in regards to their tones, and each must give a picture of its content. The chapter title must not be too long so that its appearance in the pages and running heads is neat. For multiple author book, with each chapter presenting different authors' work, author's name must be mentioned after the chapter title.

## **Subtitle**

For long and complex prose, the author usually uses smaller titles to divide the chapters in the book for reader's easy reading. Try to ensure that the titles are simple and provide a picture of its contents. The tone must also be synchronised with the chapter title. Most scholarly books require different level of subtitles. Subtitle level A (main subtitle), subtitle level B (secondary subtitle), subtitle level C (minor subtitle). Try to avoid more than three levels of subtitles. The subtitles must be set differently to make for easier reading. Subtitle level A is written in bold, subtitle level B in bold italic, and subtitle C in italic.

## **End Section**

The font size in the end section is similar to the text section.

## **Appendix**

The appendix is for additional materials that can give further explanation to the text. Among the materials that can be inserted is certain document, text, legal text, chart, agreement letter, etc. The materials are included to give a more detailed explanation to readers or to make it easier for readers to make references.

The appendix pages is numbered accordingly with the text pages, i.e., using Arabic numbers and pages beginning in the recto part. The next appendix can begin in the verso page.

Each Appendix must be given its own title and number (Appendix I, Appendix II, etc)

### Reference Notes

Reference notes must be inserted after appendix.

There are three basic formats for documentation: references, notes, and bibliographies.

1) If scientists, academics, or natural resource professionals are the primary audience of your book, you will most likely choose to use the author-date reference system, in which authors' names and dates of publication are inserted in the text within parentheses. These are keyed to a list of references that appears at the end of the book or chapter. The reference list is arranged alphabetically.

2) If social scientists or professionals from other fields are your primary audience, you may well choose to use endnotes in your book. If so, use superscripts (small numbers placed above the line, like this <sup>3</sup>) to refer to the endnotes. The notes should appear in a numerical list, by chapter, at the end of the book article. Endnotes can contain explanatory information as well as bibliographical information (see Figure 4).

3) If the general public is your intended audience, you may want to avoid documentation as much as you can and include a bibliography or reference list at the back of the book. Bibliographies are arranged alphabetically by the authors' last names (see Figure 5).

Sometimes, because of the needs of your audience, it is necessary to use an unusual method of documentation, for example, legal citations, rather than the documentation recommended above. If that is the case in your project, please alert your editor in the early stage of your writing and plan to supply the Publication Division with a stylesheet that provides examples of the style of documentation you use. The Publication Division will give your stylesheet to the copyeditor who edits your manuscript.

This matter of documentation is complex; so be sure to provide complete information for every source. For a book, include:

- Name of the author or authors, the editors, or the institution responsible for the writing of the book.
- Full title, including subtitle, if any
- Title of series, if any, and volume or number
- Edition, if not the original
- City of publication
- Publisher's name
- Date of publication
- Page number of the citation

For an article in a periodical, include:

- Name of the author or authors
- Full title
- Name of the periodical (please do not abbreviate the name)
- Volume and number of the periodical
- Date
- Pages occupied by the article

### Glossary

The glossary is critical to readers especially when the book contain terms or foreign words. Inserted words in glossary must be arranged alphabetically and the inserted words must be italicised and its meaning explained in normal Roman font

The glossary pages must precede the bibliography sections and its first pages placed in recto.

### Bibliography (if applicable)

When Reference Notes is not necessary.

### Index

An alphabetised list of names, places, and subjects treated in a printed work, giving the page or pages on which each item is mentioned. Serves to guide, point out, or facilitate reference.

## MODEL CONSENT REQUEST

Adapt this letter to send out using your own letterhead. Send two copies to each contributor, together with two copies of the accompanying Publication Agreement and a self-addressed, stamped envelope.

Dear [*Name*],

I am writing to request your consent to publish your article, [*title of article*], in the forthcoming book [*title of book*] to be published by UNIMAS Publisher. To help me ascertain who owns the reproduction rights to the article, please answer the following questions and return this page to me along with the accompanying Publication Agreement.

1. (a) Has the article been published previously (e.g., in a journal)?  
 Yes    No

**OR**

- (b) Is the article a revised or adapted version of one that was published previously?  
 Yes    No

If you answered YES to either (a) or (b), please give a full citation for the previously published article (author[s], title, name of the journal, volume number, date, and page numbers) and the name and address of the publisher:

---

2. If you answered YES to question 1 (a) or (b), did you transfer *all* rights in the published article to the publisher (please refer to your contract with the publisher)?  
 Yes    No

If not, please specify which rights you retain:

---

If a previous publisher controls the reproduction rights to your article, I will ask that publisher for permission to reprint it. If you own the reproduction rights, no such permission is needed.

Finally, if your article is to be accompanied by any plates, figures, maps, or tables, please list them below or on a separate page. Please indicate whether any item is the work of another person or is in any way based on the work of another person. If so, I may need to obtain that person's permission to reproduce the item.

---

---

Please sign the accompanying Publication Agreement and return it to me, together with this letter, in the envelope provided. The second copies are for you to retain.

Sincerely, etc.

### **PUBLICATION AGREEMENT**

The parties to this Agreement are UNIMAS Publisher and [*name of contributor*], the Author of the Article at present entitled [*title*].

#### **Assignment of Rights**

The Author grants exclusively to the Publisher all rights, including without limitation the copyright, in the Article, for the duration of its copyright in all languages, throughout the world. The Publisher agrees to publish the Article in the Work entitled [*title*], edited by [*name(s) of volume editor(s)*] [*IF APPLICABLE*: subject to the volume editor(s) obtaining any necessary license from a previous publisher]. [*IF APPLICABLE*: The Publisher grants the Author the right of republication in any book of which he/she is the author or editor, subject only to the Author's giving proper credit in the book to the original publication of the Article by the Publisher.]

#### **Warranty of Authorship**

The Author warrants to the Publisher that the Article is original and that she/he is the sole author of it [*OR, IF APPLICABLE*: that she/he and {*name(s) of coauthor(s)*} are the sole authors of it]; that the Article has not been previously published, in whole or in part, except as the Author has advised the Publisher in writing; and that he/she has full power to make this Agreement. The Author agrees to indemnify the Publisher against any losses and other expenses, including without limitation attorney's fees, incurred as a result of any claim or action alleging a breach of any of these warranties brought against the Publisher by a third party.

#### **Copyediting and Proofreading**

The Author agrees that she/he will not be sent the copyedited manuscript or the page proofs to review, and that the acceptance or rejection of the copyeditor's and proofreader's alterations shall be within the discretion of the volume editor(s).

Signed by [*Name*] for UNIMAS: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Author: \_\_\_\_\_ Date: \_\_\_\_\_

Author's address: \_\_\_\_\_

Author's IC/Passport Number: \_\_\_\_\_

## Copyright

Copyright is an exclusive right given by law to the author/designer to control its reproduction or any form of usage of his manuscript for a certified period.

### Property Right Act 1987

Malaysia's copyright law is held by the Copyright Act 1987.

Copyright is obtained automatically by the author from the beginning the manuscript is produced in a permanent transferable form (no formal application is needed to obtain such right).

Among the item protected under this act include literature work (including any other forms of writing), art work, musical work, film, voice recording, media, government work, and work by government and international bodies.

Literature works include:

- a) Novels, stories, books, leaflets, manuscripts, poetry and other forms of writing.
- b) Act, drama, stage production, film scene, media script, choreographic material and pantomime.
- c) Treatises, histories, biographies, essays and articles.
- d) Encyclopedias, dictionaries and other form of references.
- e) Speeches, talks and any other forms of similar work.
- f) Letters, reports and memorandum.
- g) Tables or illustrations mentioned in words, numbers or symbols (whether in a seen or unseen form)
- h) Computer programmes or computer programmes arrangement.

Conditions for getting copyright protection:

- a) The manuscript is original.
- b) The manuscript is made visible either in writing, records or any other forms.
- c) The creator is a known Malaysian citizen or a permanent resident in Malaysia.

The period of copyright protection is:

- a) Copyright exist during the creator's lifetime until 50 years after his demise.
- b) If it was never published during the author's lifetime, copyright exists up to 50 years from the beginning of the calendar year according to the year the manuscript was first produced.
- c) If published without name or through pseudonym, copyright exists until 50 years from the beginning of the calendar year according to when the manuscript was first published.
- d) When the creators' identity was identified, the copyright period is counted during his lifetime up until 50 years after his demise.

## Copyright Ownership

The ownership to a copyright is the creator of the original work i.e. the author and the creator of the manuscript. The ownership of a copyright, however, can be transferred through submission, will, and legal enforcement.

Copyright owners are given the right to control dissemination and reproduction. Their permission must be obtained beforehand if a manuscript to which the copyright is held is reproduced in material form, extended to the public, publicised, extended through cables, and produced to the public.

If the manuscript is produced through paid work, however, the copyright will go to the person who pays for the manuscript to be produced.

Copyright breach occurs when:

a) Other publishers publish original copies of an author's work that has been published by a publisher in similar or almost similar form.

b) A writer copies in full or partial the work of other writers.

c) Through translation or adaptation. Reproduction in any forms breaches copyright.

Anyone who commits any of the above is said to have directly breached copyright. A person is said to have committed an indirect breach of copyright if they:

a) Produce for sale or rent any copyright breached copies.

b) Sell or rent any copyright breached copies.

c) Through commerce, expose or propose for sales or rent any breach copies.

d) Distribute breached copies.

e) Own, other than for personal or domestic usage breached copies.

f) Through commerce, exhibit to public breached copies.

g) Import to Malaysia, other than for personal and domestic usage, any form of copies if made in Malaysia is considered breached copies.

h) Produce or keep any form of design which is used for the purpose of making breached copies.

i) Cause the work to be shown to the public for a fee, without prior permission from the copyright owner.

## Exception

A person is allowed to commit act prohibited by the Act if :

a) For the purpose of research which is not for profit, own study, criticism or reports of current events.

b) For the purpose of teaching and suitable to its cause; and source or name of creator is mentioned.

c) For recording in school, universities or educational institutions; for use in there only.

d) For readings or speech by a person to the public; for excerpt taken from a particular work and is given sufficient mention.

- e) For the use of National Archive, National and State Libraries through government orders which is for the benefit of the public, and no profit is obtained from it or no payment is solicited for its dissemination to the public.
- f) using excerpts from articles which have been published; where the source and authors of the work are mentioned.

#### Additional rights in Publishing

International Publishing Rights: Right's given to international publisher to produce and print original manuscript in the country or right to translate the manuscript to other languages and selling it to designated areas.

Media Rights: Rights given to serial publication such as newspapers or magazines to release manuscript content in the form of series or in the form of summary.

Paperback Rights: right given to certain publisher for printing and selling soft copy version.

Book Club Rights: Rights given to book clubs to produce and publish different version of the manuscript for sale to its members for a cheaper price than the usual.

Reproduction Rights: Rights given to any parties to use the manuscript in various electronic media, film, drama, pantomime etc, in any form whatsoever.

## **FINAL MANUSCRIPT CHECKLIST**

Taking into consideration the above matter, your final checklist should have the following:

### **Front Matter**

Preface, table of contents, list of contributors, Foreword and dedication (if there is one) included.

Headings listed in the table of contents match the text.

Title page includes your name and affiliation as you wish them to appear in the printed book.

### **Text**

Manuscript double-spaced and single-sided.

All illustrations and tables cited in the text.

All headings formatted to indicate their proper level of importance.

All inserts typed or printed, double-spaced, and clearly marked for insertion in the text.

Manuscript pages, tables, figures, references, and the like, sequentially numbered.

Manuscript has been proofread, and matches exactly what is in the files.

### **Permissions**

All necessary permissions (both print and electronic) obtained and included.

Appropriate credit given in the text for all borrowed material.

### **Illustrations**

A separate art manuscript should be included. All illustrations should be printed out complete, numbered, and separate from the text manuscript.

### **Tables**

Tables cited sequentially in text manuscript.

### **Digital Copy**

Each CD or disk has a label indicating what is on it and the software used.

Put each chapter of the manuscript into separate file.

Filenames follow consistent convention and include extensions appropriate for the program.

### **Cover Letter**

Your cover letter should include:

For any missing material, date when it will be received.

For any files you are submitting, the hardware and software used.

Any unusual conventions used.

Any special requests.