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Final Manuscript Checklist

Please include this completed checklist with your electronic manuscript files. Disregard items that do not apply.

Title of manuscript: _____

Author (or first author): _____

Frontmatter

	INCLUDED	FORTHCOMING
Title page	_____	_____
Dedication	_____	_____
Epigraph	_____	_____
Table of Contents	_____	_____
List of Figures/Tables/Maps	_____	_____
Foreword	_____	_____
Preface	_____	_____
Acknowledgments (may be combined with preface)	_____	_____
Prologue	_____	_____

Main text

Introduction	_____	_____
Divider page/s (e.g., Part 1, Part 2)	_____	_____
Notes (if at ends of chapters)	_____	_____
Bibliography/References (if at ends of chapters)	_____	_____

Endmatter

Epilogue or Afterword	_____	_____
Appendices	_____	_____
Glossary	_____	_____
Notes (if at end of book)	_____	_____
Bibliography/references (if at end of book)	_____	_____
Acknowledgments (if not in frontmatter)	_____	_____
About the author(s)/contributors	_____	_____

Art (see Digital Art Guidelines)

____ No. of tables	_____	_____
____ No. of figures	_____	_____
____ No. of maps	_____	_____
Captions/legends with credit information	_____	_____
Callouts for art	_____	_____

Permissions (see [Permission Guidelines](#))

For art	_____	_____
For reprinted material	_____	_____

Other

Marketing questionnaire	_____	_____
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