

MANUSCRIPT SUBMISSION CHECKLIST

Manuscript files can be submitted via DropBox, email, or Google Drive, or other agreed upon method. If you are unfamiliar with DropBox, instructions can be provided to assist you.

Please save all like files in the same format (i.e., text saved as Word documents – doc or docx, photos and figures saved as JPG, TIFF, PNG, BMP or Vector) and submitted as separate files.

Use the checklist below to ensure that you have and submit all of the necessary files for your manuscript.

_____	Title page		Word Doc
_____	Acknowledgements / Dedication		Word Doc
_____	Table of Contents		Word Doc
_____	List of Tables/Graphs/Figures	For extensive outside source	Word Doc
_____	Foreword		Word Doc
_____	Preface		Word Doc
_____	Introduction		Word Doc
_____	Chapter Text (# of chapters)	Total # _____	Word Doc
_____	Appendices	Total # _____	Word Doc
_____	Visual Elements		
_____	Tables	Total # _____	Word Doc
_____	Photos	Total # _____ 300 dpi	JPG, TIFF, PNG, Vector
_____	Illustrations	Total # _____ 300 dpi	JPG, TIFF, PNG, Vector BMP
_____	Author biography		Word Doc
_____	Author photo	300 dpi minimum	JPG, TIFF, PNG, Vector
_____	Teaching tools	Separate files	Separate files

Once your manuscript is submitted, it is considered final and complete. Ensure that a technical, substantive, or peer review of your work has been completed prior to submission, as our production process does not allow time or resources for extensive revision, addition, or reorganization of content. Once your copyedited manuscript has been approved, you are responsible for submitting teaching tools to accompany the release of your book.