

Manuscript Preparation Checklist

Final manuscripts that do not adhere to these guidelines will be returned.

Text:

- ___ Title Page
- ___ Preface or Introduction
- ___ About the Author (photo optional)
- ___ Table of Contents
- ___ Final text - double-spaced, single-column on 8.5 x 11 paper in 11 point Times New Roman, one side of page only with a one inch (or more) margin all around
- ___ Equations typed using Word Equation Editor or Math Type Version 4.0
- ___ References
- ___ Bibliography (optional)
- ___ Appendices (optional)
- ___ One hardcopy printout of the text
- ___ Signed permissions for copyrighted text

Artwork:

- ___ Electronic files of images in .tif or .eps format (600 dpi minimum for line art, 300 dpi minimum for photographs)
- ___ Original artwork if an electronic file is not provided
- ___ Caption for each piece of artwork embedded in text where art is to go
- ___ Numbered figures consecutively throughout each chapter (Fig. 1-1, Fig. 1-2, etc.)
- ___ Numbered tables consecutively throughout each chapter (Table 2-1, Table 2-2, etc.)
- ___ Signed permissions for copyrighted images
- ___ Hardcopy printout of each image with figure or table number written on front of printout

Disk:

- ___ Text disks (preferred format is IBM PC, compatible with Microsoft Word for Windows 2.0 or higher)
- ___ Artwork disks (must be .eps or .tif, 300 dpi or better for photos, 600 dpi or better for line art)
- ___ Disks labeled with the following information on every disk: author's name, manuscript title, system used, disk format, word processor used, and disk number (e.g. 1 of 3)