

University of Pennsylvania Press Manuscript Submission Checklist

This checklist is intended to aid you as you prepare your final manuscript. It will also help us expedite the process of preparing your manuscript for copyediting and production. Please print, fill out, and include the completed checklist when submitting your final manuscript to the Press. If questions arise, contact the appropriate acquisitions assistant.

General

- The package includes two single-sided copies of the complete manuscript along with a set of electronic files, preferably on CD, from which the printouts were generated.
- The entire manuscript, including front and back matter, captions, and notes, is double-spaced.
- The entire manuscript, including front and back matter, captions, and notes, is in 12-point type with one-inch margins.
- The entire manuscript is paginated sequentially (i.e., each chapter **does not** start with page 1).
 - Front matter is numbered using roman numerals.
 - All other text is numbered using arabic numbers.
- All manuscript materials are included.

Please note any missing material below:

Artwork

- Both hard copies of the manuscript include photocopies or printouts of all illustrations (images, graphs, tables, maps).
- There are callouts in the manuscript for every illustration, but no illustrations are embedded in the wordprocessor files.
- In the hard copies, each illustration photocopy/printout is placed immediately following the manuscript page on which the callout for that illustration appears.
- Each photocopy/printout is hand-numbered based on the page on which the callout appears (e.g., if the callout appears on page 100, the photocopy/printout should be numbered as page 100A).
- Each photocopy/printout is clearly marked with instructions, should any cropping or emphasis of detail be desired.

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- A captions list (double-spaced) is included.
- The caption for each illustration is taped or typed on the photocopy/printout.
- All photographic prints are labeled with the proper caption (taped to the back of the print).
- All transparencies are enclosed in a package that is clearly labeled (illustration number, author's name, etc.).
- All digital images are named by illustration number and author's last name (e.g., Franklin Figure 1).
- All digital images meet the standards outlined in the Penn Press Guidelines for Artwork Submission.

If concerns exist for any digital image as to size, resolution, or file format, please note the image and corresponding concern below:

Permissions

- Written permission has been obtained for each illustration, as well as all previously published material, that is not in the public domain.
- Captions include proper credit lines, as stipulated in the permission letters.
- Copies of all permission letters are included with the final manuscript.

If permission is still outstanding for any material, please note the material for which permission remains pending, as well as the source and the status:

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