

Manuscript Checklist for the University of Georgia Press

Author's name

Book title

TEXT

Text of MS (including as relevant: title page, dedication, epigraph, contents page, preface, acknowledgments, introduction, text parts and chapters, appendixes, notes, bibliography) is **complete** and **final** except for index YES NO

IF NO: The following items are forthcoming (what and when)

On the title page, my name appears exactly as I wish it to appear in the published book

The entire MS, including notes and bibliography, is double-spaced, with no extra blank lines between individual notes/entries YES NO

The pages of the MS are numbered consecutively (the entire MS, beginning with the title page)

I am submitting **hard copies (printouts)**

I am submitting **electronic** (word-processing) **files**

Operating system

Word processor

The electronic files and hard copy match exactly

ILLUSTRATIONS

This book contains illustrative materials (photographs, tables, graphs, charts, and/or maps) YES NO

IF YES: [Illustrations checklist](#) attached YES

To come on

(date)

QUOTATIONS

Quoted material has been proofread against the original sources YES

NO

N/A (no quotes)

IF NO, please explain:

Sources for quotes are properly credited:

MS contains poetry extracts YES

NO

IF YES: Each poetry extract follows the alignment of the original as closely as possible

YES

NO

Photocopies of published versions are provided for alignment reference (**unusual alignments only**)

YES

To come on

(date)

N/A

PERMISSIONS

Chapters or sections of the MS were previously published YES

NO

MS contains extensive quotations of others' copyrighted works; quotations of

copyrighted song lyrics; or quotations of archival, unpublished material

YES

NO

IF YES to either question:

[Text permissions inventory](#) attached

YES

To come on

(date)

DOCUMENTATION

Notes are numbered consecutively within each chapter YES

NO

N/A

Notes are placed

Cites are

Bibliography or list of works cited is

In notes and bibliography, authors' names, titles, YES

page numbers, and dates and places of publication NO

have been carefully proofread N/A (no works cited)

You may print and mail this form or submit your information by e-mail.