Author Final Manuscript Delivery Checklist

Ensure before sending your manuscript materials to us that you follow the checklist below. Please check each box after verifying that you have completed it and sign at the bottom.

For any questions, contact your editor. If your text is poorly prepared, or you fail to include the required elements, we will have to send it back to you for revision, which will delay the publication date.

Presentation of Text

☐ Text is double-spaced, Times New Roman, 12-point font

☐ Confirm the spellings of names and terms, the accuracy of dates and quotations, etc., mentioned in the text

☐ Pages are numbered consecutively throughout

☐ Translations are provided for all foreign-language quotations and foreign-language titles in the bibliography, unless previously arranged with your editor

☐ Front matter is in Chicago order (see CMS 1.4)

☐ Acknowledgments are included

☐ If relevant, a list of contributors is included

☐ Chapter headings on the contents page match the headings on the opening page of each chapter

☐ Notes are presented as endnotes or footnotes using MS Word's automatic endnote program, *not* inserted manually or using citation software, and renumbered with each new chapter

☐ Citations in the notes are complete and have been checked for consistency. If a full bibliography is included, citations should be shortened throughout, even on first reference. If a selected bibliography is included (or no bibliography), you should include full citations on first reference in a chapter and shortened thereafter. Each chapter starts with the full citation followed by the shortened citation throughout the chapter, even if they have been mentioned in previous. Do *not* use ibid in any instance. For shortened citations, see CMS 14.30. See, for example:

   1. Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: Johns Hopkins University Press, 1995), 24–25.
   2. Morley, *Poverty and Inequality*, 43.

☐ Citations include the complete page range for the material being cited (do not use "f.," "ff.," "passim," or "op. cit.")

☐ Shortened citations are consistent throughout (i.e., you should not cite a book as "Morely, *Poverty and Inequality in Latin America*" in one chapter and as "Morely, *Poverty and Inequality*" in a different chapter)

☐ Number spans are abbreviated per Chicago (CMS 9.61)

- ☐ Spelling, punctuation, and capitalization follow American style throughout using Merriam-Webster and Encyclopedia Britannica
- ☐ Items in the bibliography follow Chicago (see the citation quick guide at https://www.chicagomanualofstyle.org/tools_citationguide.html). In particular, please check:
    - ☐ Use Word's hanging indent feature. Do **NOT** insert hard returns, soft returns, or tabs after each line
    - ☐ Entries are in alphabetical order. **NOTE**: Entries by the same author should also be listed in alphabetical order by title, *not* by date of publication
    - ☐ For entries by the same author, the author's name should be replaced with a 3-em dash (———)
    - ☐ Page ranges are provided for all journal articles and book chapters
    - ☐ State abbreviations are provided if necessary (see CMS 14.130) and only the first city name should be listed
    - ☐ Full names of authors and editors are given
    - ☐ If the number of authors and/or editors totals three or more in a footnote/endnote, abbreviate with et al. following the first named author.
    - ☐ All authors and editors are listed in the bibliography unless there are more than 10 (in which case "et al." may be used).
    - ☐ All authors and editors are listed in the notes unless there are more than four (in which case "et al." may be used).
    - ☐ Web citations are complete, per CMS 14.207: "Include as much of the following as can be determined: the title of description of the specific page (if cited); the title or description of the site as a whole; the owner or sponsor of the site; and a URL. The word *website* (or *web page*) may be added (in parentheses) after the title or description of the site if the nature of the source may otherwise be unclear. Also include a publication date or date of revision or modification; if no such date can be determined, include an access date."
    - ☐ If you are including a full bibliography, check all titles in the bibliography against those listed in the notes to ensure that everything listed in the notes appears in the bibliography and vice versa.
    - ☐ If you are including a selected bibliography, please be sure to include a headnote explaining your selection criteria

Illustrations (if relevant)
- ☐ Illustrations are supplied separately from the text, not embedded, and are clearly labeled by number
- ☐ Tables are supplied in separate MS Word files and should be created using Word's table feature (columns should *not* be separated using tabs or spaces)
- ☐ Callouts for all illustrations and tables are supplied in text. Number the callouts according to how you've already numbered the art and captions. Place the figure/table/map callout like this:
[Insert fig. 1/map 1/table 1 here, etc.]

- ☐ Scanned illustrations are supplied as TIFF or JPEG files, with a minimum resolution of 300 dpi and measuring 4.5" x 7"
- ☐ Newly created vector line art (e.g., maps) are submitted in JPEG or AI format, directly exported from the source software and editable
- ☐ Graphs are provided as Excel files
- ☐ Captions for the illustrations are provided in a separate document, including any necessary credit lines per permissions documentation, numbered according to how you have numbered the art already. Table captions should appear at the top of the table.
- ☐ Confirm that all captions correspond to the proper images
- ☐ Tables, illustrations, and maps are all numbered separately, e.g., map 1, fig. 1, table 1, etc.

Permissions

- ☐ World, English-language rights for both print and e-book formats have been cleared for all copyrighted material, including illustrations, music examples, lengthy quotations, figures, etc. Please supply documentation of all permissions with your final submission
- ☐ There are no time restrictions on usage

Final Checks

- ☐ The text to be sent represents the final and correct version. Only corrections to egregious errors will be allowed after this stage.
- ☐ Data in tables is final
- ☐ If relevant, please provide a list of special characters that do not occur on a standard keyboard
- ☐ If relevant, please submit all permission statements
- ☐ If this has not yet been supplied, please complete the back cover copy to be used for your book cover. Be sure to include a short author bio in addition to the contributors section if necessary

_____   _____   _____
Print name   Signature   Date