

The Arthur H. Clark Company Contracted Manuscript Checklist

Author: _____

Title of MS: _____

Preparation of your manuscript (MS) according to Arthur H. Clark Company (AHC) guidelines is essential for editing and typesetting. Please read and check off the relevant items listed below as you prepare the final version of your manuscript. Enclose the checklist when you return the MS to AHC. If you are unable to provide any relevant items, please discuss these with your acquisitions editor.

Note: If any items do not apply to your manuscript, please write n/a in place of a check.

- _____ 1. The MS is complete (excluding the index, which cannot be completed until proofs stage).
- _____ 2. Two copies of the final MS are included.
- _____ 3. The MS is printed on an ink-jet or laser printer on good-quality medium-weight paper and is fully and easily legible. Font is 12-point (preferably Courier, Courier New, or Times New Roman).
- _____ 4. All parts of the MS (including not only the text but epigraphs, quotations set off as extracts, notes, bibliography, legends, tables, and charts) are double-spaced. Additional space is used only before or after subheads or where extra line space is needed to signal a change in topic.
- _____ 5. Margins are 1 inch on all sides of the page, except on chapter-opening pages, where extra space at the top may be used.
- _____ 6. Full justification is not used.
- _____ 7. A dedication and/or acknowledgments are included if you wish your book to include them. (Note: You will have opportunity to revise your acknowledgments at the time you review the edited manuscript.)
- _____ 8. All text, including titles and headings, is typed in capital and lowercase letters (Like This), not in full capitals (LIKE THIS).
- _____ 9. Subheads within chapters are treated consistently. For example, first-level subheads could be centered and typed in capital and lowercase letters, second-level subheads could be typed flush left in capital and lowercase letters.
- _____ 10. Underlining is used for text that will eventually be set in italics.
- _____ 11. Pages are numbered consecutively through the MS; numbering does not start over from the first page of each chapter.

- _____ 12. If possible, notes are unembedded and placed in a separate file on your MS disk.
- _____ 13. The notes are grouped after the text and before the bibliography or (if to be set as footnotes or end-of-chapter endnotes) at ends of chapters.
- _____ 14. The notes begin with number 1 at the beginning of each chapter, rather than running sequentially from the beginning of the text to the end.
- _____ 15. All original illustrations are provided.
- _____ 16. Photocopies or printouts of all illustrations are provided, numbered according to the sequence in the list of illustrations and legends.
- _____ 17. Separate lists of illustrations, maps, and tables (to be included in the front matter of your book) are provided as pertinent and listed in the table of contents.
- _____ 18. Lists of legends (captions) are included for illustrations and maps and include credit lines with wording exactly as specified by the permission letters.
- _____ 19. Legends are numbered, in correspondence with numbered tags on the illustrations themselves, even if numbers are ultimately not to be used in the book.
- _____ 20. Copies of letters of permission for photographs, maps, tables, figures, or other artwork, as well as for any textual material requiring permission, are enclosed.
- _____ 21. Numbers corresponding to those you have used in your legends are written on the permission letters to indicate which permission letters correspond to which illustrations.
- _____ 22. If illustrations are to be scattered throughout the text, bracketed call-outs (e.g., [fig X]) are included, either typed on separate lines in your MS or handwritten in the left-hand margins of one of your two MS hard copies.
- _____ 23. An electronic copy of the MS (preferably in Microsoft Word or WordPerfect) is provided on CD or floppy disk(s). Front matter, individual chapters, notes, bibliography, and any other major sections are divided into separate document files.
- _____ 24. The completed Author Information Form accompanies the manuscript if you have not already sent it.