

## ■ FINAL MANUSCRIPT CHECKLIST

This checklist contains all of the elements that need to be submitted with your manuscript in order for it to be considered complete. This checklist will help ensure a smooth production process.

Attach an electronic copy of your manuscript to an e-mail message to your editor. Explain exactly what is attached to the e-mail message in the subject line. To transmit large files or art to your editor, please use a file sharing service, such as Dropbox, Box, or Google Drive. Once you have submitted your final manuscript to your editor, no changes can be made to the files unless asked by your editor. You will have a chance to make edits to the files after copyediting.

- All front matter, including, as appropriate**
  - Title page (including your name and any credits as you wish them to appear in the finished book)
  - Dedication (if any)
  - Table of contents
  - Preface
  - Acknowledgments
- All chapters and notes** (embed notes)
- All back matter, including, as appropriate**
  - Appendixes
  - Glossary
  - Bibliography
  - References
- All art/figures**
  - Each piece of art as its own electronic file, individually labeled. Each should include a call-out in the manuscript for where it should be placed as well as an in-text reference.
  - Illustration List worksheet (download at: [ala.org/tools/author-guidelines](http://ala.org/tools/author-guidelines))
  - Check the resolution and size to be certain they meet the image requirements.
- Permissions Log** (download at: [ala.org/tools/author-guidelines](http://ala.org/tools/author-guidelines)) that details all copyrighted material used in the text or as art, figures, tables, etc. including any required credit lines
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