

University of North Texas Press
Author Checklist for Contracted Manuscript

Author _____

Title of MS _____

It is essential for proper editing and typesetting that you prepare your manuscript (MS) according to UNT Press guidelines. Please read this entire form and follow these items before you prepare your final MS. Check off the relevant items below and enclose this checklist with your MS. If you have any questions, please contact your acquisitions editor before sending the material to UNT Press.

If any items do not apply to your MS, please mark “n/a” in place of a check.

_____ 1. The MS is complete (excluding the index, which will be completed at the proof stage). The index is the author’s responsibility per your contract. You may wish to compile the index yourself or hire a professional indexer; if you desire, UNT Press can suggest a professional indexer.

_____ 2. One hard copy of the MS is included as well as files that can be read in Microsoft Word. The files can be included on a disk or flash drive, or as emailed attachments.

_____ 3. The MS is printed (one side) on an ink-jet or laser printer on good-quality, medium-weight paper and is fully and easily legible. Preferred font is Times, 12-point.

_____ 4. All of the materials (manuscript text, quotations set off as extracts, notes, bibliography, captions, etc.) are double-spaced. Additional line spacing is used only before or after subheads or where extra space is needed to signal a change in topic (do not use ***). Do not use two spaces between sentences, after colons, etc. Do not use special formatting.

_____ 5. Margins are one inch on all sides of the page, except on chapter-opening pages, where extra line space is used at the top. Make each new chapter begin approximately half-way down the page.

_____ 6. Do not use right justification.

_____ 7. A dedication and/or acknowledgments are included (if you wish). You will have the opportunity to revise either or both at the time you review the edited MS.

_____ 8. All text, including titles and headings are typed in upper and lowercase letters (Like This), not in all capitals (NOT LIKE THIS).

- _____ 9. Subheads within chapters are treated consistently. For example, first-level subheads could be centered and second could be flush left.
- _____ 10. Use italics for text that will be set in italics. Avoid the overuse of bold text.
- _____ 11. Number the pages consecutively throughout the MS; do not start over with the first page of each chapter.
- _____ 12. Check with your editor regarding preference for footnotes.
- _____ 13. UNT Press prefers endnotes, grouped by chapter, placed after the text and before the bibliography.
- _____ 14. Notes begin with the number 1 at the beginning of each chapter; do not number them sequentially from the beginning to the end of the text.
- _____ 15. The order of your MS (front matter, text, back matter) should be as follows: (front matter) title page, dedication, table of contents, list of illustrations, list of tables, foreword, preface, acknowledgments (if separate from preface), introduction, list of abbreviations or chronology; text; (back matter) appendix(es), notes, glossary, bibliography, list of contributors, index.
- _____ 16. Separate lists of illustrations, maps, tables, etc. (to be included in the front matter of your book) are provided when pertinent and listed in the table of contents.
- _____ 17. Lists of captions are included for illustrations, tables, maps, etc. and include credit lines with wording exactly as specified by the permission letters. Illustrations are numbered in the same order and these numbers will also be placed on the letters of permissions. This order may not be the same as will be ultimately used in the book.
- _____ 18. If the illustrations are to be scattered throughout the text, rather than placed in a gallery in the center of the book, you will indicate the placement of these illustrations with brackets (for example: [illustration #12]). You may type this in your MS or they can be handwritten in the left-hand margin on the MS hard copy you send.
- _____ 19. Your materials will be submitted electronically with a separate file for each major section (front matter, each chapter, notes, bibliography, etc.).
- _____ 20. The author information form should accompany your MS.