AUTHOR CHECKLIST

Manuscript Formatting

___ Use 12-point, Times New Roman font
___ Do not use “styles” to format subheads, block quotes, or any other elements
___ Select 2.0 line spacing (double space lines)
___ **Italicize** text that should appear in italics in the printed book
___ Begin paragraphs with a tab indent and do not leave a blank line between paragraphs
___ Do not type subheads in full caps
___ Remove all headers or footers (other than page numbers)
___ Eliminate all macros from text files
___ Notes should be grouped at the end of the manuscript (number notes starting with 1 for each chapter).
   *Exception: If your manuscript is an edited collection and you would like the endnotes to appear at the end of each individual chapter, please let your editor know. The Press will determine the best course of action on a case by case basis.*
___ Activate page numbers (do not use Roman numerals in front matter)
___ Place callouts for art (figures, tables, photos, etc.) between paragraphs at approximately the place where the art should appear (i.e., `<FIGURE 1 HERE>`)
___ Use Chicago Manual of Style 17th edition, notes and bibliography style throughout manuscript

Manuscript Organization

___ Clearly identify all manuscript components and place in the following order, **as one document** (insert page breaks between each):
   – *Title page* (author(s) name exactly as it should appear in final book)
   – *Dedication page* (optional)
   – *Contents page* (without page numbers)
   – *Foreword* (written by another author), *acknowledgments/permissions section, or preface* (written by you) (all optional)
   – *Introduction, List of Abbreviations, and Chronology* in that order (all optional)
   – *Chapters* (numbered and titled exactly as they appear on contents page)
   – *Appendix(es)* (optional)
   – *Glossary* (optional)
   – *Bibliography/works cited/references* (mandatory for scholarly texts)
   – *Contributor bios* (optional)
Notes (optional; place at the end of the document and use Arabic numerals. Note: In final book they will appear before the glossary and bibliography.)

Art and Captions
____ All art must meet U of I Press art guidelines requirements (300 dpi, 4” size, etc.)
____ Do not embed any art (figures, tables, photos, etc.) in the manuscript
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____ Title and double-space all tables (send source files)
____ Create a separate captions document, organized by figure number and including source and credit line (courtesy of XXX) as required by the permission form

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