**List of expected items for final manuscript submission**

**For all manuscripts[[1]](#endnote-1):**

[ ]  Full manuscript

[ ]  Each chapter separated into its own Word doc (.docx file)

[ ]  Front matter, including:

[ ]  Half title

[ ]  Title page

[ ]  Dedication (if desired)

[ ]  Table of contents

[ ]  List of illustrations if there are more than 5 illustrations

[ ]  List of tables if there are more than 5 tables

[ ]  List of abbreviations (if desired)

[ ]  Acknowledgments (if desired)

[ ]  Callouts within the ms for each illustration and table[[2]](#endnote-2)

[ ]  Back matter: Bibliography, glossary (if desired), appendices (if desired)

[ ]  Combined PDF of all chapters

[ ]  Ideas for the cover (such as a suggested cover image)

[ ]  Permissions for any text that is under copyright (e.g. book chapters previously published in journals)[[3]](#endnote-3)

[ ]  Title Approval Form

[ ]  Completed Final Manuscript Submission Log (Excel)

**If you have illustrations[[4]](#endnote-4):**

[ ]  All high-res image files for illustrations (as separate image files, **not** pasted into a Word document or combined in any way).

 [ ]  Images should be a minimum of 300 dpi at 5x8 inches.

[ ]  Charts and maps should be submitted as PDFs exported from their origination application, with black Helvetica, Arial, or Times New Roman font.

[ ]  Captions and Alt.text for illustrations in a Word doc[[5]](#endnote-5)

[ ]  Permissions for any illustrations[[6]](#endnote-6)

**If you have tables[[7]](#endnote-7):**

[ ]  Single Word doc that includes all tables for the ms

[ ]  Single PDF that includes all tables for the ms

**If you have any non-Latin-alphabet characters[[8]](#endnote-8):**

[ ]  PDF of the full ms with all non-Latin-alphabet characters displaying correctly

[ ]  The font file of the desired font (if requested by our production department)

[ ]  If you have any non-standard Greek characters, like a digamma or sampi, or unusual diacritical combinations, tell us, and give us sample page references so we can see them in place

**If your book uses languages other than the primary language of the book:**

[ ]  Single Word doc that includes a list of all languages used in the book

**If your book is an edited volume[[9]](#endnote-9):**

[ ]  Signed contributor agreements from all contributors

[ ]  List of contributors with their affiliations in back matter

**If your book has additional materials for Fulcrum:**

[ ]  Files for all materials to be uploaded to Fulcrum (video files, image files, PDFs, etc.). Ask your editor for information about acceptable file formats.

[ ]  Alt.text for additional illustrations on Fulcrum[[10]](#endnote-10)

[ ]  Captions in WebVTT format for all video and audio files. Ask your editor for instructions.

[ ]  Visual descriptions in WebVTT format for all video files. Ask your editor for instructions.

**To be submitted when you receive page proofs[[11]](#endnote-11):**

[ ]  Index

1. See [“Submitting the Final Manuscript” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#finalmanuscript) [↑](#endnote-ref-1)
2. See [“Formatting” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#finalmanuscript) [↑](#endnote-ref-2)
3. See [“Permissions” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#finalmanuscript) [↑](#endnote-ref-3)
4. See [“Image, Alt Text, and Table Preparation” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#finalmanuscript) [↑](#endnote-ref-4)
5. See [“Alt text: What is it used for, and how to create it?” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#finalmanuscript) [↑](#endnote-ref-5)
6. See [“Permissions” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#finalmanuscript) [↑](#endnote-ref-6)
7. See [“Tables” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#finalmanuscript) [↑](#endnote-ref-7)
8. See [“Fonts and Unusual Characters in Manuscripts” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#finalmanuscript) [↑](#endnote-ref-8)
9. See [“For Edited Volumes” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#finalmanuscript) [↑](#endnote-ref-9)
10. See [“Alt text: What is it used for, and how to create it?” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#finalmanuscript) [↑](#endnote-ref-10)
11. See [“Indexing” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#indexing) [↑](#endnote-ref-11)