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

**For all manuscripts[[1]](#footnote-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/tables, list of abbreviations (if desired), acknowledgments (if desired)

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

[ ]  Back matter: Bibliography, glossary (if desired), list of contributors (if edited volume)

[ ]  Promotional blueprint

[ ]  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]](#footnote-3)

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

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

[ ]  Captions for illustrations in a Word doc

[ ]  Alt.text for illustrations in a Word doc (except for textbooks and trade books)[[5]](#footnote-5)

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

[ ]  Completed Final Manuscript Submission Log (an Excel file)

**If you have tables[[7]](#footnote-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]](#footnote-8):**

[ ]  PDF format of the 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]](#footnote-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.)[[10]](#footnote-10)

[ ]  Alt.text for additional illustrations on Fulcrum[[11]](#footnote-11)

[ ]  Captions in WebVTT format for all video and audio files [[12]](#footnote-12)

[ ]  Visual descriptions in WebVTT format for all video files[[13]](#footnote-13)

**To be submitted when you receive page proofs[[14]](#footnote-14):**

[ ]  Index

1. See [“Submitting the Final Manuscript” in our Author’s Guide](https://www.press.umich.edu/authors/submitting) [↑](#footnote-ref-1)
2. See [“Formatting” in our Author’s Guide](https://www.press.umich.edu/authors/format) [↑](#footnote-ref-2)
3. See [“Permissions” in our Author’s Guide](https://www.press.umich.edu/authors/perms) [↑](#footnote-ref-3)
4. See [“Image, Alt Text, and Table Preparation” in our Author’s Guide](https://www.press.umich.edu/authors/art) [↑](#footnote-ref-4)
5. See [“Alt text: What is it used for, and how to create it?” in our Author’s Guide](https://www.press.umich.edu/authors/art#alttext) [↑](#footnote-ref-5)
6. See [“Permissions” in our Author’s Guide](https://www.press.umich.edu/authors/perms) [↑](#footnote-ref-6)
7. See [“Tables” in our Author’s Guide](https://www.press.umich.edu/authors/art#tables) [↑](#footnote-ref-7)
8. See [“Fonts and Unusual Characters in Manuscripts” in our Author’s Guide](https://www.press.umich.edu/authors/fonts) [↑](#footnote-ref-8)
9. See [“For Edited Volumes” in our Author’s Guide](https://www.press.umich.edu/authors/editedvols) [↑](#footnote-ref-9)
10. See [“Fulcrum File Formats Guide”](https://docs.google.com/document/d/191o0OvIPHVO4Tw0vybVvBK3kaFjIOE6dUutLND9uCO4/edit?usp=sharing) [↑](#footnote-ref-10)
11. See [“Alt text: What is it used for, and how to create it?” in our Author’s Guide](https://www.press.umich.edu/authors/art#alttext) [↑](#footnote-ref-11)
12. See [“Video Accessibility for Fulcrum”](https://docs.google.com/document/d/1JXEi_791LhjFUTAEDu7jdVTd22EVQOhqsLjmfa0mjFc/edit?usp=sharing) [↑](#footnote-ref-12)
13. See [“Video Accessibility for Fulcrum”](https://docs.google.com/document/d/1JXEi_791LhjFUTAEDu7jdVTd22EVQOhqsLjmfa0mjFc/edit?usp=sharing) [↑](#footnote-ref-13)
14. See [“Indexing” in our Author’s Guide](https://www.press.umich.edu/authors/prod#indexing) [↑](#footnote-ref-14)