**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):**

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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)
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11. See [“Indexing” in our Author’s Guide](https://press.umich.edu/For-Authors/Author-s-Guide#indexing) [↑](#endnote-ref-11)