

## AUTHOR'S TO-DO LIST

Writing a manuscript and pulling together all the pieces required for publishing your book is an involved process. Use this checklist to help remember all the steps.

Have you:

- \_\_\_\_\_ Completed and returned the Marketing Questionnaire
- \_\_\_\_\_ Prepared the electronic file for the manuscript
- \_\_\_\_\_ Prepared hard copy of the manuscript
- \_\_\_\_\_ Double spaced the manuscript
- \_\_\_\_\_ Paginated the manuscript
- \_\_\_\_\_ Prepared a cover page with the book title and authors' full names as they will appear in the book
- \_\_\_\_\_ Prepared Table of Contents and About the Author
- \_\_\_\_\_ Prepared all other applicable frontmatter (e.g., Preface, Acknowledgments, Dedication)
- \_\_\_\_\_ Prepared all other applicable backmatter (e.g., Bibliography, Appendices, Glossary)
- \_\_\_\_\_ Submitted all figures referenced in the text according to the artwork guidelines
- \_\_\_\_\_ Submitted all tables referenced in the text
- \_\_\_\_\_ Included complete reference list(s) for all references cited in the text
- \_\_\_\_\_ Obtained and submitted all permissions required to reprint or adapt borrowed material
- \_\_\_\_\_ Completed, if applicable, an Instructor's Manual
- \_\_\_\_\_ Submitted, if applicable, information for Contributors' Agreements