
Southern Illinois University Press

Final Manuscript Checklist for Authors and Volume Editors

Please complete this checklist and submit it with your final manuscript. Refer to our website for detailed manuscript preparation and art submission guidelines: <http://www.siupress.com/authors>.

Title: _____

Author Name: _____

Use the following manuscript formatting:

- ___ Times New Roman, 12 pt. font
- ___ All text, including notes, extracts, and bibliography, double-spaced
- ___ All bold type removed (unless it appears in the source material)
- ___ All extra spaces between paragraphs removed (see Manuscript Guidelines). Only use blank lines between paragraphs to indicate a shift in focus or a discontinuation of thought.
- ___ One-inch margins on all sides

Ensure that your manuscript contains the following:

- ___ Title page
- ___ Table of Contents
- ___ Acknowledgments and dedication
- ___ Endnotes (not footnotes)
- ___ Bibliography
- ___ Author bio

If you have not already included the following in your manuscript, please add:

- ___ Figure call-outs included in manuscript to indicate placement of each image, i.e. "<f 1.1>," though if images are to be gathered together in a gallery, this is unnecessary
- ___ List of captions with credit lines

If you have not already sent us the following, please include:

- ___ All permissions paperwork (invoices and/or licenses)
- ___ List of text permissions with credit lines (letters, poetry, previously published essays, lyrics, and other copyrighted material)