
Southern Illinois University Press

Initial Manuscript Checklist for Authors and Volume Editors

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

Title: _____

Author Name: _____

Forms:

- Contact Information Sheet, completed and returned to your acquisitions editor
- Manuscript Information Sheet, completed and returned to your acquisitions editor

Use the following manuscript formatting:

- Times New Roman, 12 pt. font
- Pages numbered consecutively, starting with title page
- 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
- Complete text, in one file or in one file per chapter
- Endnotes (not footnotes)
- Bibliography (if one is to be included)

You may include the following at this stage:

- Proposed list of illustrations and illustration files, if available
- Acknowledgments and dedication
- Author biography