

## Checklist for Editors – Conversations Series

Please complete this checklist and return it with your final manuscript. Manuscripts and illustrations prepared incorrectly will be returned to the author. Please refer to our website for requested materials, as well as detailed manuscript and illustration preparation guidelines ([http://www.upress.state.ms.us/about/information\\_for\\_authors](http://www.upress.state.ms.us/about/information_for_authors)).

Title: \_\_\_\_\_

Author/Editor Name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

\_\_\_\_\_ Total word count (including notes): \_\_\_\_\_

\_\_\_\_\_ Table of contents complete

\_\_\_\_\_ “Books by” page complete

\_\_\_\_\_ Introduction complete

\_\_\_\_\_ Chronology complete

\_\_\_\_\_ Header pages complete

\_\_\_\_\_ Permissions grid complete

\_\_\_\_\_ Word count for individual interviews included

\_\_\_\_\_ All permissions paperwork included (supply invoices if applicable)

\_\_\_\_\_ Possible grant or subvention funding sources: \_\_\_\_\_

\_\_\_\_\_ Editor e-mail address: \_\_\_\_\_

\_\_\_\_\_ Editorial Author Questionnaire returned to Press

\_\_\_\_\_ Signed contract returned to Press

### **Conversations with Comics Artists Only:**

\_\_\_\_\_ Illustrations supplied as separate high res TIFF or JPEG files (*not embedded in text*) on USB drive, CD, or other format(s)

\_\_\_\_\_ Separate captions file with credit lines supplied

\_\_\_\_\_ Figure call-outs included in manuscript to indicate placement (unless an insert is being used)

\_\_\_\_\_ Permissions paperwork and related invoices provided

\_\_\_\_\_ Design list completed