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Rochester Institute of Technology
90 Lomb Memorial Drive
Rochester, NY 14623-5604
TEL: (585) 475-6766 FAX: (585) 475-6900
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Manuscript Delivery Checklist

TEXT CHECKLIST

- Double space the manuscript throughout and print single-sided, including table of contents, captions, lists, notes, bibliography, extracts (block quotations), and all other elements. Leave one-inch margins for readability. Double space within as well as between entries in the notes and bibliography. Do not style the text in any way (i.e., boldface, various fonts, etc.).
- Make sure that each element (chapters, part dividers, front matter, etc.) has been saved in separate documents on the disk. (For example Ch 1, Ch 2, Ch 3, FM, BM).
- Number the manuscript consecutively in a single sequence beginning with the introduction or first page of the text proper.
- Make sure the titles of chapters on your table of contents agree with what appears on the chapter openings.
- If there are part divisions, supply pages in the text with part numbers and titles to reflect your table of contents.
- If you have illustrations, key their ideal placement in the margins of the text.
- Supply front matter (half title, title page, dedication, table of contents, acknowledgments, etc.) numbered with roman numerals. (For a model, see the enclosed Author Guidelines, the Chicago Manual of Style, or any book comparable to your own.) We will supply the copyright page. Please make sure that the front matter is included on the disk you send us.
- Supply a brief description of yourself (2 to 5 sentences) at the end of the manuscript on a Marketing Questionnaire. Make sure it is double-spaced.
- Make one copy of the complete manuscript (all elements) to send to the editor along with copies of the disks (re-writable CD preferred) containing the final draft of the manuscript to the press. Enclose a cover letter indicating the hardware and software that you have used and a word count for the full manuscript (all elements including notes).

NOTES CHECKLIST

- Use Arabic numbering for your notes.
- Group the notes together at the end of each chapter.
- Make sure your note style is consistent. If the style is unusual or deviates from the Chicago Manual of Style and commonly used style sheets, spell out those differences in a memo to the editor.

ILLUSTRATIONS CHECKLIST

- Have all illustrations in hand. The manuscript is not complete if illustrations are missing.
- Number the illustrations clearly and consecutively on the back using a label or postit note on the back so as not to damage or show through the illustration. Do not use "a" and "b" sequences; give each illustration its own number. Indicate pairings or combinations clearly ("pair 1 with 2") on the copies and originals. For instructions on digital images, see Digital Art Guidelines.
- Make one set of photocopies of the illustrations to accompany the manuscript. These should also be clearly numbered on the front of each photocopy. If illustrations need to be cropped in some way, indicate that on the copies of the illustrations.
- If illustrations are to be interspersed throughout the text, key the illustrations in the margins of the manuscript to indicate their ideal placement.
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- Supply captions (double spaced) for illustrations--photos or figures or tables or maps--keyed correctly to the numbers on the illustrations themselves. Include credit lines in the captions and/or list of illustrations if needed.
- Check with the editor or designer about quality of images and required resolutions for printing.

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- Make sure you have cleared all necessary permissions or at least sent out your permissions request letters for text or images. See the enclosed Permissions Guidelines.
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REMINDERS

- Enclose your completed Author Marketing Questionnaire with the manuscript.
- Make sure all contact information is accurate and up to date.
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