

Submission Checklist.

*Before you mail in your manuscript
please be sure you have included the following:*

- Front cover:** Suggestions for artwork (depends on format—please discuss with publisher)
- Front matter:** (in this order; each of these is optional, except the table of contents) [note: L&J will assign the ISBN and request CIP data from the Library of Congress]
 - Dedication
 - rough Table of Contents
 - Foreword (usually by someone other than the authors)
 - Preface (see the *Chicago Manual* for what should be included)
 - Acknowledgments (requires a separate section only if extensive)
 - Introduction
 - Other (special notes about abbreviations, editorial method and so on)
- For each chapter of text:**
 - The final text proper, outlined and spell-checked (and all styles removed)
 - All graphics (tables and figures), each in its own document
 - The captions for the figures in a separate document.
 - References, endnotes, and bibliography
- End matter:**
 - Appendices
 - Brief biographies of the authors
 - Word-phrase list for index

Submitting your files

You may submit files on floppy disk, but we prefer CD-ROMS because they are more stable. Short text files, changes and updates may be e-mailed, either in the body of the e-mail or as zipped attachments. You may send them by your preferred carrier (USPS, USPS, FedEx, and so forth), but be sure that the package is traceable.