

## Manuscript Submission Checklist

Book Title:

Author Name:

Author Email Address:

Please check the relevant boxes under 'Author' to confirm that everything is present and correct. Your editor will confirm that this is the case and get back to you over any discrepancy.

		Author	Editor
<b>Text</b>	Text sent as a single document, Rich Text Format (.rtf), including front matter, all chapters, notes, and bibliography.		
	You have read the Style Guide and the text conforms to this.		
	The text has been proofread and uses Standard British English (or US English where agreed) throughout for spelling, punctuation and grammar.		
	The use of proper nouns, proper names and any specialist military terms have been checked for spelling and are consistent throughout.		
	The bibliography conforms to the format specified in the Style Guide.		
	Locations have been indicated within the text for all images and maps.		

		Author	Editor
<b>Images</b>	Images provided as per guidelines (minimum 300DPI)		
	Artist briefs included for any new artwork to be commissioned for the book (may not apply to all titles, in which case indicate NA)		
	Captions and credits (including copyright information) provided for all images		

		Author	Editor
<b>Maps</b>	Print-quality maps saved as .eps files ready for inclusion in the book		
	<b>OR</b>		
	Briefs and sketches provided for cartographer to create maps		
	<b>OR</b>		
	No maps required for this title		

Total wordcount of completed manuscript (including notes, bibliography, etc):

Any notes or other points that the editor should be aware of: