*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*](https://www.upress.state.ms.us/Preparing-Your-Manuscript) *for requested materials, as well as detailed manuscript and illustration preparation guidelines.*

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

**Editor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(exactly as it should appear on title page and book cover)

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

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

\_\_\_\_ Contents page complete

\_\_\_\_ “Books by” or “Works by” page complete

\_\_\_\_ Introduction complete

\_\_\_\_ Chronology complete

\_\_\_\_ Interview headings complete (wording consistent with permissions agreement if applicable)

\_\_\_\_ About the Editor complete

\_\_\_\_ Permissions grid complete

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

\_\_\_\_All permissions correspondence and documents included and labeled (supply invoices for requested permission fees)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_**

\_\_\_\_ Editor email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_**

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

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

**Conversations with Comic Artists Only:**

\_\_\_\_Illustrations supplied as separate high-res TIFF or JPEG files (*not embedded in text*) via USB drive, Dropbox, Microsoft OneDrive, or other format(s)

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

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

\_\_\_\_ Permissions documentation and related invoices provided

\_\_\_\_ Design list completed