*Please complete this checklist and return it with your final manuscript. Material prepared incorrectly will be returned to the author. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Author Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

\_\_\_\_ Contents page complete

\_\_\_\_ Chapters/parts complete

\_\_\_\_ Acknowledgments and dedication included, if intended for final book

\_\_\_\_ About the Author included

\_\_\_\_ Text permissions list with credit lines (for lyrics, poetry, epigraphs, letters, or other copyrighted materials)\*

\_\_\_\_ Permissions documentation and credit lines for previously published essays/chapters

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

\_\_\_\_ Design list completed

\_\_\_\_All permissions documentation included (supply invoices/agreements if applicable)

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

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

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

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

\_\_\_\_ Author email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_**

\_\_\_\_ Preferred citation style: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_**

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

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