



# WVU Press Submission Checklist

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## Manuscript Final Editing

Have you:

- Made sure that the manuscript conforms to the style and formatting requirements outlined in our House Style Guide and the Guidelines for Manuscript Preparation and Submission?
- Prepared an anomalies sheet and checked the manuscript against it (see 2.3 Anomalies Sheet)?
- Included all parts of your manuscript (see 2.4 Parts of a Complete Manuscript)?
- Confirmed the spellings of names and terms, the accuracy of dates and quotations, etc., mentioned in the text?
- Confirmed that the chapter titles (and subheadings) match the table of contents and all related cross-references?
- Checked that each endnote has a corresponding reference number in the text, and vice versa?
- Checked that the source citations in all endnotes match the information in the bibliography?
- Edited all charts, lists, and tables thoroughly?
- Confirmed that all captions correspond to the proper images?

## Manuscript Preparation

- Followed the file preparation guidelines (see 3 Formatting Your Manuscript and 4 Submitting Your Manuscript)?
- Double-spaced the text?
- Used one-inch margins?
- Numbered the pages?
- Used 12 point, Times New Roman font?
- Avoided complicated formatting (e.g., drop caps, small caps, bold text, text boxes, etc.)?
- Inserted callouts in the manuscript to designate where images and tables should be placed?
- Obtained permissions for all images and text under copyright?
- Prepared the permissions logs for all copyrighted text and illustrations?

## Manuscript Submission

- Sent the correct version of the manuscript?
- Included your anomalies sheet with the manuscript?
- Supplied all images, tables, and captions (as separate files) in addition to the manuscript?
- Provided permissions letters and the permissions logs with the manuscript?