



EDITORIAL CHECKLIST

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Date _____

Author(s)/editor(s) [*your name in which it is to appear in the publication. In the case of two or more authors/editors, please advise the order in which the names should appear and which author/editor will be the key contact during publication.*]

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1 Preliminary and end matter

Please tick which of the following have been included:

- | | | | |
|----------------------------|--------------------------|-----------------------|--------------------------|
| Title page | <input type="checkbox"/> | List of abbreviations | <input type="checkbox"/> |
| Dedication | <input type="checkbox"/> | Glossary | <input type="checkbox"/> |
| List of contents | <input type="checkbox"/> | Introduction | <input type="checkbox"/> |
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Other: _____

2 Text

Accurate word length for the complete typescript (including end matter):

words _____

How many pages of the typescript have you delivered? (The text pages should be numbered separately from the prelims.)

pages _____

The artwork consists of:

Total number of tables: _____

Total number of figures: _____ File format _____

Total number of maps: _____ File format _____

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3 Copyright material

Have all the necessary permissions been obtained and the appropriate acknowledgements inserted in the typescript?

Yes No

If not, when do you expect to complete the clearance and send us the acknowledgements?

[Please note that production cannot begin without these.]

Please ensure that all correspondence with copyright holders is enclosed.

4 Libel, plagiarism

Is there a risk that the book or report contains anything libellous or plagiarises another person's work?

Yes No

Please expand: _____

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Post Code

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I would like my typescript/cds/artwork returned to me:

7 Wordprocessing information

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8 Special layout requests

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