



Pre-Production Checklist

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Author: _____

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GENERAL:

- 1 BOOK CONTRACTS have been signed and returned to SUNY Press.**
- 2 W-9 tax form is complete. (For first-time SUNY authors only)**
- 3 PERMISSIONS have been requested for use of copyrighted materials (this includes illustrations).**
See the Permissions Guidelines and the sample Permissions Letters available on our website. Allow for lengthy delays from publishers and apply for permissions as soon as possible **AFTER** the board has approved your project. Be sure that you place permissions citations in your acknowledgments section, on the copyright page, or wherever the publisher stipulates, in the format each publisher who granted you permission requires. **Please be sure to request permissions for both print and electronic versions.**
- 4 CONTRIBUTORS (edited volumes) have signed a letter of permission in accordance with the sample Contributor Release form available on our website.**
The volume editor must collect the originals to send to the Press. Be certain that the contributors' names in the text appear as indicated on the agreement form. Include a separate list of your contributor's names and addresses to be included in your marketing questionnaire. Be sure to include anyone writing the Preface or Foreword.
- 5 MARKETING QUESTIONNAIRE is complete.**
This is your input into the marketing plan for your book. It should be filled out and sent to the Press prior to or with your manuscript at the time of delivery. **Your manuscript will not be placed into production without this.**

TEXT PREPARATION:

- 1 MANUSCRIPT is formatted according to the SUNY Press Manuscript Guidelines available on our website.**
It is important that you read and adhere to these guidelines carefully before submission to avoid delays in the production process.

2 TABLE OF CONTENTS is accurate and complete. All chapter titles, part titles, front and back matter are included.

To prevent inaccuracies later in production, check and double-check your table of contents against chapter titles and part titles. You do not need to include page numbers in your TOC as pagination will change during production.

3 TITLE PAGE is accurate and includes title, subtitle, author/editor name.

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Please list acknowledgments for reprinted chapters in the order in which they appear in the book, indicating each chapter (e.g. "An earlier version of chapter 3 was originally published in....") Other acknowledgments, such as those for quotations reprinted with permission, should be listed alphabetically by the author's last name. In these cases, please indicate on the permission itself where in the manuscript it appears.

5 ILLUSTRATIONS (e.g., tables, charts, photographs) are formatted according to the SUNY Press Illustrations Guidelines.

All illustrations should be placed in separate files and named according to our naming conventions. A separate caption document should be prepared. Callouts should be included within the manuscript to ensure proper placement.

Please indicate the number and type of illustrations:

Tables Photographs Maps Figures (e.g., charts, graphs, line art)

6 LIST OF CONTRIBUTORS (edited volume) is complete.

Volume editors should prepare a list of contributors, which gives biographical information (affiliation, scholarly work, published works, etc.) about each contributor. This should be included in your back matter document with appendices, notes, glossaries, and references.

7 IF FOREWORD OR EPILOGUE is written by invited scholar, arrange for it to be submitted to you prior to your delivery date.

8 COVER LETTER is complete and includes any special comments or questions.

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9 COVER DESIGN SUGGESTIONS have been submitted.

If you would like to suggest cover art or if you have original art to supply, please do so before your manuscript goes into production.

10 Please indicate the style used in the manuscript:

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- Completed Pre-Production Checklist
- Completed Illustrations Checklist