

# Checklist for Final Manuscript Submission

Before you submit your revised manuscript for production, please perform the following checks, some of which differ from those required of the initial submission. The more carefully you prepare this submission—particularly the electronic files—the more quickly it will move through the production process.



When all tasks are completed and boxes checked off, please sign at the bottom and include this form in your package. After we receive your package and verify that the manuscript is complete, we will issue a contract and begin production.

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|----------------|---|
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|   | 1 identical electronic copy of the manuscript text. Create a separate electronic file for each individual component of the manuscript. Each individual file should be numbered to start at page 1.<br>Files should be named in a logical way (e.g., Jones_FrontMatter.docx, Jones_Ch1.docx, Jones_Ch2.docx, Jones_App1.docx, Jones_References.docx). |
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