Final Manuscript Checklist

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☐ Manuscript is attached as single Microsoft Word file (for authored books)
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☐ No tables, charts, or halftones are embedded in the manuscript
☐ No tracked changes or embedded comments are included in the manuscript
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☐ Manuscript is accompanied by a captions and credit list that includes
  ☐ Captions for all halftones and line drawings, including graphs and charts (they are not necessary for tables)
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Illustrations and Tables
☐ All halftones (photos, paintings) are saved as individual files
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☐ Tables are collected in Microsoft Word files organized by chapter and saved as files called “Chapter 1 Tables,” “Chapter 2 Tables,” etc.
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