

Author's Check List

Author: Please indicate the items you have included with the final manuscript and disks, or give the approximate date on which you plan to send them. Note that ALL items MUST be received before we can release your book to production. In all cases, the sooner this material is received, the smoother the production process and the more timely the publication of your book.

	Included (circle one)	Will be sent	Rec'd In-House
I. SUGGESTED TITLE _____			
II. DISKS INCLUDED	yes	no	_____
A. Hardware Used _____			
B. Software Used _____			
III. COMPLETE TEXT, INCLUDING ALL CHAPTERS _____	yes	no	_____
IV. PERMISSIONS			
A. Quoted Material	yes	no	_____
B. Illustrations	yes	no	_____
C. Tables	yes	no	_____
V. FRONT MATTER			
A. Title Page, giving titles & subtitle, if any, and your name with affiliation, as it should appear in book	yes	no	_____
B. Complete table of contents, showing all items planned for the book in intended sequence	yes	no	_____
C. Preface	yes	no	_____
D. Acknowledgements (may be included in Preface)	yes	no	_____
E. Dedication (if any, not necessary)	yes	no	_____
VI. END MATTER			
A. Appendix (if one is intended)	yes	no	_____
B. Bibliography (if any)	yes	no	_____
C. Answers to problems (if any)	yes	no	_____
D. Do you plan to make your own index (done after proofs are completed)?	yes	no	_____
OR will the index be prepared by A&B and charged to your royalty account?	yes	no	_____
VII. ILLUSTRATIONS			
A. Photographs (if any)	yes	no	_____
How many? _____			
B. Any other illustrative material?	yes	no	_____
1. In what form is it provided (circle one)			
rough sketch tearsheet computer sketch on disk			
2. If on disk, provide the following information:			
Hardware _____			
Software _____			
3. Captions and credit	yes	no	_____
VIII. AUTHOR'S SUGGESTION FORM	yes	no	_____
IX. OTHER MATERIAL (Please describe in detail any other material not noted above.)			

Name: _____

Date of Birth: _____

Signature: _____

Date: _____