

Author's Pre-Submission Checklist

It is **crucial** that your manuscript complies with all of our Submission Guidelines, which you can download here: <https://vernonpress.com/download?f=htsm>

I have carefully read the Submission Guidelines and confirm that my manuscript is in full compliance with all of them.	OK <input type="checkbox"/>
I have filled and returned both forms with the information required for publication ("Author and Book Information Form" and "Marketing Information Form").	OK <input type="checkbox"/>
I have included a summary/abstract of the book to be used for peer review purposes (preferably as part of the ABIF form).	OK <input type="checkbox"/>
I have submitted the signed contracts from all the contributing authors.	OK <input type="checkbox"/>
The text doesn't have more than 300 words cited in total from any source and/or I have obtained adequate permissions from copyright holders ahead of submission and have submitted them to the Publisher.	OK <input type="checkbox"/>
I confirm I have the required permission(s) to use all images/tables/illustrations included in my book, and I have submitted them to the Publisher.	OK <input type="checkbox"/>
I confirm that I have the permission(s) to use the original statements made by named individuals during interviews.	OK <input type="checkbox"/>
I confirm that there aren't frequent spelling or grammar mistakes and the language used is serious and factual.	OK <input type="checkbox"/>
The title is descriptive of the book's contents/purpose and, if possible, its distinctive contribution to its field of study.	OK <input type="checkbox"/>
The manuscript is a single file.	OK <input type="checkbox"/>
The book uses a single referencing system (Chicago preferred, but any single system acceptable) and does so consistently and cleanly.	OK <input type="checkbox"/>
A complete bibliography is included at the end of the manuscript or at the end of every chapter in an edited volume. The bibliography contains only the works cited in the text, and no others.	OK <input type="checkbox"/>
All chapters use the same style of formatting, heading, referencing systems, etc.	OK <input type="checkbox"/>
My manuscript includes a list of index entries.	OK <input type="checkbox"/>
I have structured my text with up to (but ideally no more than) three levels of headings.	OK <input type="checkbox"/>
I haven't used extra manual line breaks between paragraphs or double spacing after punctuation marks.	OK <input type="checkbox"/>
Figures/images (if applicable) are supplied in a form that is legible when printed in black and white and supplied with at least 150 dpi resolution. In addition, they are legible when shrunk to fit in the upper half of a US Letter (or A4)-sized page.	OK <input type="checkbox"/>
Figures and tables are numbered consecutively using an X.Y convention, where X is the chapter number and Y is the figure number within said chapter and have been cited in the text.	OK <input type="checkbox"/>
I confirm that my manuscript doesn't contain material that may provoke legal complaints.	OK <input type="checkbox"/>
I have shared any images or other suggestions for the book cover as part of the forms. I understand that in the absence of any suggestions the publisher is free to produce a cover that they deem suitable and only minor changes to it would be permitted when returning proof corrections.	OK <input type="checkbox"/>