

Manuscript Submission Checklist
[Please complete and return with your MS]

BOOK TITLE: _____

AUTHOR'S NAME: _____ DATE: _____

- Is the MS complete?
- Has all the text been supplied in Word and not as *eg* a PDF?
- Are all pages, illustrations and tables included?
- Is the Preface included?
- Is the main Contents List included, containing all headings and sub-headings?
- Are both a hard copy and an electronic copy of the MS included?
- Are all pages numbered?
- Is the MS double-spaced?
- Is the MS printed out on one side only of A4 sized paper?
- Is the level of each heading indicated in the text using Arabic numerals and a double-numbering system [i.e. main headings = (X.1), sub-headings = (X.1.1), sub-sub-headings = (X.1.1.1) where X is the chapter number]?
- Are all equations numbered consecutively in Arabic numerals?
- Are all figures, tables and captions supplied as separate files and signalled by a reference in the text?
- Is the printout of each figure clearly numbered?
- Are all illustrations submitted in hard copy, in colour only where previously agreed?
- Are all illustrations clear and of adequate resolution (at least 300dpi)?
- Are the figures in one of the required formats – EPS/TIFF/PDF/DOC/XLS/PPT/JPEG/CDX?
- Have you included a suggested illustration for the front cover?
- Are the references presented consistently, according to the RSC Author Guidelines (see <http://www.rsc.org/Publishing/Books/Pub/guidelines.asp>)?
- Are copies of letters of permission for photographs, figures and other artwork, as well as textual material that requires permission, enclosed?
- Have reference citations in the text been checked against the reference list?
- Is each chapter saved as a single file in the electronic copy and each file named with an obvious name and the chapter number?
- For an edited book, does each chapter have a front sheet detailing the chapter number, title, authors names (in correct order), and a version of their address that is to be printed in the book. Is the corresponding author indicated and their email address supplied?
- If any contact details are provided that are not to be printed (eg private addresses) is this clearly indicated?
- For an edited book, have you included a list of all the email addresses of the corresponding authors so they can receive proofs?
- Are all discs labelled with your name and the book title?