



# Submission Checklist for Book Manuscripts

The WAC Clearinghouse is a publishing collaborative. In brief, this means that our efforts to publish work are shared by a large group of authors, editors, copyeditors, designers, reviewers, and editorial board members. As a group, we engage in a highly distributed process that brings good work to the larger scholarly community. We do so in a manner that strives, first, for the highest scholarly quality and, second, for the highest quality in design and production. The WAC Clearinghouse provides the following guidance for authors and editors working with our book series.

## The Checklist

As you prepare to submit your manuscript, please be sure you've addressed each of the following. You can learn more about each item—and find information that can simplify the process of addressing the item—in our *Guide for Authors and Editors* at <https://wac.colostate.edu/docs/books/guide.pdf>.

### Ethical Practices

- ☐ **Attention to Publication Ethics.** The Clearinghouse has developed a statement regarding the ethical obligations of editors, authors, reviewers, and the Clearinghouse itself. We recommend reviewing it on the WAC Clearinghouse at <https://wac.colostate.edu/about/pub-ethics/>.
- ☐ **Permissions.** Please ensure that you have written permission for the use of all copyrighted work and student writing. See Permissions in the *Guide*.

### Manuscript Length, File Type, Formatting, and Common Elements

- ☐ **Manuscript Length.** Please ensure that your manuscript does not exceed the length limitations for Clearinghouse books (typically, between 70,000 and 110,000 words, and not more than 125,000 words). See Manuscript Length in the *Guide*.
- ☐ **File format.** Please provide your document in a single file in Word format (.docx) or “Rich Text Format” (RTF). See File Format and Delivery in the *Guide*.
- ☐ **Content and Order.** Please order the parts of your book following our guidelines. See Book or Chapter Content and Order in the *Guide*.
- ☐ **Author Affiliations.** Chapters in edited collections and in some authored book may list authors. Please provide their institutional affiliation. For formatting, please follow the example set by other books in the series.
- ☐ **Abstracts, Chapter Numbers, Keywords, and Other Elements.** Some series use elements such as

abstracts and keywords, particularly in edited collections. If your book will be published in one of these series, ensure that your manuscript follows the series conventions.

- **Use of Word-Processing Styles.** Please format your document using styles (e.g., normal, heading 1, heading 2, heading 3). See Manuscript Preparation and Use of Word-Processing Styles in the *Guide*.

### Documentation Systems

- **Citation System.** Please use the citation system defined in the most recent version of the MLA or APA handbook. See Citation System in the *Guide*.
- **DOIs.** Please use DOIs in reference lists and works cited lists when available. If you use a DOI, you do not need to use a URL. See Reference List and Works Cited List in the *Guide*.
- **Links.** Please ensure that all links (websites, etc.) in the manuscript are live. Readers should be able to navigate to the sites by clicking on the link.
- **House Style.** Please note that we have house styles that override some MLA and APA guidelines. For example, reference lists and works cited lists do not start on a new page, and we ask that you provide authors' full names on first mention in the body of a chapter. See House Style in the *Guide*.

### Illustrations

- **Figures, Images, and Other Illustrations.** Please provide most images as separate files in high-resolution format (e.g., at least 2400 pixels wide for images intended to run the full width of a page. Some figures, such as charts and diagrams built with tools within a word processing or spreadsheet program, can be left in the text or provided in separate files. See Figures, Images, and Other Illustrations in the *Guide*.
- **ALT Tags for Figures and Images.** Please provide ALT tags for each figure or image. See Figures, Images, and Other Illustrations in the *Guide*.
- **Figure Captions.** Please place the figure caption below the figure. Figure numbering should follow series guidelines (typically Chapter Number.Figure Number – e.g., Figure 3.1, Figure 5.3, etc.). See Figures, Images, and Other Illustrations in the *Guide*.
- **Tables.** Please ensure that tables will reproduce well in a 5-inch width. See Tables See Figures, Images, and Other Illustrations in the *Guide*.
- **Table Titles.** Please place the table title above the table. Table numbering should follow series guidelines (typically Chapter Number.Table Number – Table 1.2, Table 3.3, etc.). See Tables in the *Guide*.

### Other Matters

- **Index.** The WAC Clearinghouse does not provide indexing services. We will, however, work with you should you wish to create one. If you wish to create an index, please do so in Microsoft Word (see Indexing later in this document). Indexing must be completed before final turnover of the document, either before or after copyediting but prior to book design. See Indexing in the *Guide*.
- **Proofreading.** Please proofread your manuscript carefully before submitting it.