

## **Typescript Delivery Check-List**

Please note that unless previously agreed your typescript will not be accepted by us unless you have followed house style as defined in the **"Guide to Authors"**

Once you have implemented the relevant sections of the guide, please check the following items before you send your text.

### **Basics**

- Have you incorporated any agreed amendments?
- Is the text the agreed length?
- Have you provided a contents list and preliminary material?
- Have you enclosed copies of all agreed illustrations and sources?
- Is your text identical in both hardcopy and on disc?
- Have you printed the hardcopy in double-spaced text?
- Is the page numbering consecutive throughout the text?
- When you send the text please ensure that you have an identical copy of the text and disc for your own reference
- Please make sure that you send all material for the book in secure packaging: photographs between boards, discs in cases, text by registered post.

### **Don't Forget!**

- Have you selected cover images for us to consider?
- Have you completed your Promotional Questionnaire?
- Have you signed and returned your authors agreement: do you have a copy?
- Have you moved recently? Do we have all your contact details?

### **Thank You**