

## Final Checklist

*This checklist must be completed and submitted with your final manuscript and artwork.  
Select from the dropdown menu for each of the items listed below.*

### Book Information Form

- I have filled out and submitted this form.

### The Text

- I am submitting the complete and final version of my manuscript with all “tracked changes” accepted and other revision marks removed.
- The text is being submitted in single Word document with section breaks between chapters and paragraphs indicated with an indent.
- Levels of headings are distinguished clearly.
- Quotations of more than 60 words are set as block quotes.
- Notes are embedded in the text using the note insertion feature.
- Documentation is in “Chicago style,” either (1) the author-date system, which includes in-text citations and references, or (2) numbered notes and a bibliography. Law books are in legal style (McGill).
- Tables are created using Word’s table feature (not tabs) and are embedded in the text near where they occur. They are no more than five columns wide.
- Figures (graphs, maps, photographs) are not embedded in the text but are provided in a separate “Illustrations” folder and named according to their figure number, e.g., Figure 2.1.
- Insertion points (call-outs) for figures are indicated in text and match the file names of figures submitted.
- If an edited volume, a contributors list is included.

Additional comments:

### Artwork (i.e., photographs, graphs, maps, graphs, and diagrams)

- I have finalized all artwork and captions (including source and credit information).
- I have submitted finished artwork in accordance with UBC Press specifications as outlined in the Press’s [Artwork Guidelines](#).
- I have filled out the [Artwork Inventory Form](#).
- I have secured all permissions for copyrighted artwork and noted any credit lines or limitations in the [Artwork Inventory Form](#).
- I have provided documentation and/or licences obtained to use copyrighted artwork in my book.

Additional comments:

**Permissions** (for quoted text, interviews, data, and your own previously published materials)

- I have read and understood UBC Press's [Permission Guidelines](#).
- I understand that I am responsible for obtaining permission for the use of material (text or illustrations) copyrighted by others for both print and electronic editions of my book.
- I have secured all permissions and have documentation for all copyrighted materials appearing in my book.
- I have completed the [Permissions Inventory Form](#).

Additional comments:

**Index**

- I will be doing the index myself.
- I would like UBC Press to hire an indexer on my behalf at the cost of about \$6 per indexable page.

Additional comments: