

SBL Checklist for Submitting a Manuscript

Include this checklist with your package when submitting the your manuscript. Place a checkmark next to items that are included. Write N/A if an item is not applicable to your manuscript. Write the date to be submitted for items not supplied. No production work will begin until all items are supplied.

Volume title:

Author/Editor (s):

- ◇ Frontmatter, including:
 - ◇ Title page
 - ◇ Table of contents
 - ◇ Foreword
 - ◇ Acknowledgments/dedication
 - ◇ Preface
 - ◇ Abbreviations
 - ◇ List of all figures (with credits/sources)
 - ◇ List of all tables (with sources if applicable)
- ◇ Introduction
- ◇ Chapters (one chapter per file)
- ◇ List of figure captions for individual chapters
- ◇ List of table titles for individual chapters
- ◇ Camera-ready art/digital files for all figures
- ◇ Appendices
- ◇ Bibliography
- ◇ Author/Volume editor biographies
- ◇ Contributor list with affiliations and complete street addresses/ e-mail addresses
- ◇ Word list (of foreign or unusual terms)
- ◇ Are unicode fonts used for all manuscript files?