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?