

Please return this form to your commissioning editor when you deliver the final typescript (unless you have agreed to deliver camera-ready copy).

Date

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From  
Address

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Title  
Subtitle (if any)

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Author/editor (please delete as applicable)  
Series (if applicable)

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Please confirm that the above title (and subtitle, if there is one) is correct.

**In order to see your book through the press, the commissioning editor and copy-editor need to be certain that nothing has been omitted, and to know your preferences about various details. We should, therefore, be grateful if you would complete every section of this form. Your typescript should conform to the instructions in the booklet *Publishing with Palgrave Macmillan*. Your typescript should be ready for typesetting when delivered to us, though we will undertake mark-up for design. Please ensure that your typescript is complete and correct, and that all the wording is final so that we can avoid problems during the production process, and you do not incur costly author correction charges at the proof stage.**

**If possible, please would you type your replies.**

**1 CAMERA-READY COPY**

If you have agreed with your commissioning editor to deliver text CRC, please tick here. [  ]  
Please return this completed form six months prior to the delivery of the final CRC.

**2 DISKS**

We expect disks from authors (in addition to two hard copies of the typescript). If you are supplying disks have you completed and returned the files description form? YES [  ] NO [  ]

If not, would you like your commissioning editor to send an explanatory leaflet and form? YES [  ] NO [  ]

**VIRUSES**

In order to protect our systems (and the systems of our suppliers) from viruses, we would be grateful if you could run a virus-check over your disks before submitting them to us with your hardcopy typescript. This can be done by using a simple piece of software. Networks may already have some protection. Such a check would benefit you, as well as us, since it would reveal any virus which might be lurking in your system.

I have checked my disks for viruses.

YES [  ] NO [  ]



### 3 PRELIMINARY AND ENDMATTER

Full details of the items on the following list should be supplied for the guidance of the copy-editor. If you have provided them with the typescript, or will be doing so, please make a note to that effect below.

- a The titles of your other books, in alphabetical order, including those published by other publishers, to appear opposite the title-page.  
Please include the names of any co-authors/co-editors in the style in which they appear in the book concerned.
- b Your name and job title (if applicable), in the form in which they are to appear on the title-page.  
In the case of two or more authors/editors, please advise:
- the order in which the names should appear on the title-page and elsewhere.
  - which author/editor will be the correspondent with Palgrave Macmillan (we will assume that the nominated correspondent is empowered to make decisions on behalf of all co-authors/editors and will liaise with them as necessary. Correspondence will only be sent to the one nominated author/editor unless we receive a specific request to copy letters to the other(s).
- c Is your name to appear in the same form in the copyright notice? YES [ ] NO [ ]

Please indicate if any of the following items are included with your typescript, or if they are to follow.

- |  |                                |
|--|--------------------------------|
| d Dedication   | l Acknowledgements             |
| e List of contents   | m Any other preliminary matter |
| f List of illustrations  | n List of abbreviations        |
| g List of maps   | o Introduction                 |
| h List of tables   | p Appendices                   |
| i Notes on the contributors<br>(essential for collective volumes and it is imperative that these are delivered at the same time as the final typescript) | q Endnotes                     |
| j Foreword   | r References                   |
| k Preface  | s Bibliography                 |
|  | t Any other endmatter          |
- u It is usual for chapter headings to appear at the top of the page as running headlines. If chapter titles are more than 50 characters in length they will require abbreviation. Please can you supply (on a separate sheet) the preferred shortened forms of chapter headings.

### 4 THE JACKET

Where appropriate a photograph or illustration may be reproduced on the front of the jacket/cover of your book. If you have a picture you consider suitable, please supply a photograph and the caption with source information for our consideration, when you deliver the typescript, having discussed this with your editor beforehand.  
Jacket picture supplied? YES [ ] NO [ ]

### 5 THE TEXT

Is the typescript complete? **Please note that incomplete typescripts will not be accepted for production.**  
YES [ ] NO [ ]

Please give an accurate word-length for the complete typescript from your disk(s) (including endnotes)

\_\_\_\_\_ words.

The length should obviously fall within any limits agreed in your contract. If revised lengths have been agreed since signature of the contract with your commissioning editor please tick here and give the newly agreed word limit.  
[ ]

\_\_\_\_\_ words.

Please include a printout of the files and the word count for each.

The typescript should be double-spaced throughout, including all endnotes and the bibliography.

Does the typescript include **tables**? YES [ ] NO [ ]

Are any tables particularly complicated/long? YES [ ] NO [ ]

If so, on which pages do they occur? \_\_\_\_\_



Does the typescript include **accents, signs or special characters**? *If so, please list them here and indicate folios of the typescript on which examples occur.*

Does the typescript include **verse**? YES [ ] NO [ ]

Does the typescript include **maths**? YES [ ] NO [ ]

Does the typescript include **maps**? *These must be supplied in camera-ready-format.* YES [ ] NO [ ]

How many pages of typescript have you delivered? *The pages of text should be numbered serially throughout, separately from the prelims. This is particularly important for multi-author works.*

How many line-illustrations will there be in the printed book? \_\_\_\_\_

Are they all included in the typescript? YES [ ] NO [ ]

We include photographs only by prior agreement. If you have arranged with the editor that the book will contain black-and-white photographs, how many have you supplied and how many pages are these intended to make?

I have supplied \_\_\_\_\_ illustrations for \_\_\_\_\_ pp.

Please state whether they are to appear together in a plate section or to be scattered throughout the book, providing page references in the latter case.

**Please include a list of illustrations/tables/figures with the typescript.**

## 6 REFERENCES AND NOTES

*Unless special arrangements have been made with your editor, all notes will appear at the end of the book. In the case of a book which includes chapters by different authors, notes may be placed at the ends of chapters. Please check our booklet **Publishing with Palgrave Macmillan** for guidance on house style.*

## 7 COPYRIGHT MATERIAL

Does your book include copyright material (including illustrations) for which permission must be obtained? YES [ ] NO [ ]

Please include a list of illustrations/tables/figures with the typescript.

**Publishing with Palgrave Macmillan** sets out the conditions under which permission is required to publish copyright material. Please remember that you are responsible for clearing all copyright permissions and compiling the Acknowledgements page unless special arrangements have been made with the commissioning editor for us to do this.

If so, please confirm that the necessary permissions have been obtained and the appropriate acknowledgements inserted in the typescript. **Please send your commissioning editor copies of the relevant correspondence.**

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If not, when do you expect to complete the clearance and send us the acknowledgements? \_\_\_\_\_

**Please note that production cannot begin without these.**

In the case of collected volumes, have all the contributors completed and returned the copyright assignment forms supplied with the contract? YES [ ] NO [ ]

Have you forwarded these to your commissioning editor with the final typescript? YES [ ] NO [ ]

**Please note that production cannot begin without them.**

## 8 LIBEL, PLAGIARISM, ETC.

Is there a risk that the book contains anything libellous or which might lead to legal problems? YES [ ] NO [ ]

If you are at all uncertain about any passages, please could you draw our attention to them.

## 9 INDEX

*The book should have an index. Unless other arrangements have been made with your commissioning editor, we would like you to compile this from the page proofs.*

Would you like our copy-editor to send you a booklet on indexing? YES [ ] NO [ ]

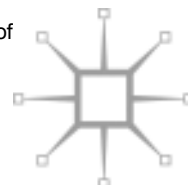
Will you be compiling the index yourself? YES [ ] NO [ ]

If you are arranging for someone else to index your book, please give the name and address to which the page proofs should be sent.

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Billing for indexes:

Our Editorial Services Consultant can usually arrange for an index to be compiled for you, normally at a cost of approximately £350 plus VAT, to be paid by you on receipt of invoice.



**10 PROOFS**

*Where do you wish us to send your proofs? We usually provide the marked set and one set to be used in preparing the index, where that is appropriate.*

*For procedure on correcting and returning proofs, please see **Publishing with Palgrave Macmillan**.*

*We usually allow two weeks for correcting the proofs and preparing the index, excluding postage, but it would clearly make for a tighter schedule if this could be done more quickly.*

I will require \_\_\_\_\_ weeks for correcting the proofs and preparing the index.

*Please note that the proofs will be mailed to the address given at the front of this form, unless otherwise stated.*

**11 RETURN OF ORIGINAL TYPESCRIPTS**

Unless you tick the box below our copy-editor will automatically dispose of your typescript once the editorial and production process is complete.

I would like my typescript returned to me at the address given at the top of this form. [ ]

SIGNED \_\_\_\_\_  
\_\_\_\_\_

DATE

