
In order to see your book through the press, your editor needs to be certain that nothing has been omitted and to know your preferences about various details. We would therefore be grateful if you would complete the following questions as fully as possible and return this form, with your publicity form, to your commissioning editor.

Final title

Subtitle (if any)

Author/editor (in order of appearance on the title page, with any academic degree or appointment you may wish to appear)

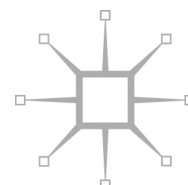
Address (to which all correspondence, including proofs, should be sent)

1 THE TYPESCRIPT

- Please give an accurate word-length for the complete typescript (including endnotes). _____ words
- Please confirm that the pages of the typescript are numbered serially throughout. YES []
- Have you supplied two copies of the typescript? YES [] NO []
- Have you supplied disks?
Please also fill out the WP form, printed on the back page of this form. YES [] NO []
- Have you checked your disks for viruses? YES [] NO []

2 PRELIMINARY AND ENDMATTER

- a Please confirm whether you would like the titles of your other books, including those published by other publishers, to appear at the front of this book. If so, please list these in the order in which you would like them to appear opposite the title page.



2 PRELIMINARY AND ENDMATTER continued.

b Please confirm how your name (and those of your co-authors/co-editors) should appear in the copyright notice.

c Please confirm which of the items in the following list should appear in the final book.

	supplied	still to supply	not applicable
Dedication	[]	[]	[]
List of Contents	[]	[]	[]
List of Illustrations / List of Plates	[]	[]	[]
List of Maps	[]	[]	[]
List of Tables/Figures	[]	[]	[]
Notes on Contributors	[]	[]	[]
Foreword	[]	[]	[]
Preface	[]	[]	[]
Acknowledgements	[]	[]	[]
List of Abbreviations	[]	[]	[]
Introduction	[]	[]	[]
Any other preliminary matter (please specify)	[]	[]	[]
Appendixes	[]	[]	[]
Endnotes	[]	[]	[]
References	[]	[]	[]
Bibliography	[]	[]	[]

Any other endmatter (please specify)

d 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.

I am happy for any notes to appear at the end of the book. YES [] NO []

e 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 typescript, before the page proof arrives (when the page numbers can be added).

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.

3 THE TEXT

a Does the typescript include **accents, signs or special characters**? YES [] NO []

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

How many tables are included? _____

Are any of these tables likely to cause special difficulty? YES [] NO []

On what pages do these occur? _____

c Does the typescript include **line illustrations**? YES [] NO []

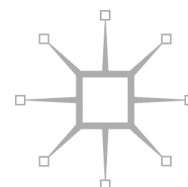
How many line illustrations are included? _____

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

d Does the typescript include **photographs**? YES [] NO []

If you have arranged with the editor that the book will contain photographs, how many have you supplied? _____

e How many pages does your typescript have? _____



4 COPYRIGHT MATERIAL

Please remember that you are responsible for clearing all copyright permissions unless special arrangements have been made with your commissioning editor for us to do this. In our guide for authors, *Publishing with Palgrave Macmillan*, you'll find a section that gives guidance regarding instances when permission needs to be cleared in order to reproduce copyright material. Please read this section carefully, as failure to secure the relevant rights will lead to delays in the publication of your work.

- a Does your book include copyright material (both text and illustrations) for which permission must be obtained? YES [] NO []
- b Have the necessary permissions been obtained? YES [] NO []
Please send copies of all relevant correspondence to your commissioning editor.
- c Have the appropriate acknowledgements been inserted in the typescript? YES [] NO []
- d If NO, when do you expect to clear these and send us the acknowledgements? _____

5 LIBEL, PLAGIARISM, ETC.

Are you certain that the book contains no libel and nothing else that might lead to legal problems?
If you are at all uncertain about any passages, please draw our attention to them.

YES [] NO []

6 PROOFS

- a 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. We will provide the marked proofs and a set to be used in preparing the index, where that is appropriate.
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.
- b Are you likely to be away or unavailable at any point during the book's production schedule? If so, please supply the dates you won't be free (over the next six months).

7 THE JACKET/COVER DESIGN

Please let us have any thoughts/suggestions you might have for the design of your book's front cover (bearing in mind that, owing to marketing and/or cost reasons, etc., we cannot promise we will be able to adopt these ideas). For example, what particular 'look' or message do you feel it should convey? Do you have any suggestions or preferences for colour, layout, typography? Please supply examples, including examples of illustrations, if appropriate. (If the latter, please give details of the artist, date and source.)

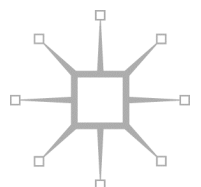
8 CO-AUTHORS/CO-EDITORS

In the case of two or more authors/editors, please advise 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).

SIGNED _____

DATE _____

PLEASE REMEMBER TO FILL OUT THE WORD PROCESSING FORM ON THE REVERSE OF THIS PAGE AS APPLICABLE.



Author/editor (please delete as applicable)

Title / Subtitle

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Version (i.e. 3.11, 98)

Software (i.e. Microsoft Word, Claris/Apple Works)

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PLEASE HELP US BY PROVIDING A PRINT-OUT OF THE CONTENTS (FILE NAMES) OF YOUR DISK

