

*The Center for Engaged Learning*

# Open Access Book Series

## SUBMISSION CHECKLIST

### Final Steps

To ensure efficient production of your book, please check that your manuscript submission adheres to the following guidelines. Once you have checked the boxes below, save the file and submit this PDF along with your manuscript.

Manuscript text is submitted as a Microsoft Word document

All figures and images are submitted in separate files and have a resolution of at least 300 dpi

Manuscript adheres to the guidelines in the Center for Engaged Learning's Author Guide

All files are named according to the conventions listed in the Author Guide

All in-text citations and reference lists follow the *Chicago Manual of Style, 17th edition*, author-date style

A completed Permissions Form for each copyrighted figure or image has been submitted to the Center for Engaged Learning

All Supplemental Materials listed in your book contract are included

As always, please contact our Managing Editor if you have any questions!

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