

OPEN ACCESS BOOK SERIES | SUBMISSION CHECKLIST

To submit your final manuscript to CEL, please complete this form and email it (along with all required materials) to cel-publishing@elon.edu. By submitting this checklist, the Author(s)/Editor(s) confirm that the final manuscript and all materials outlined in the publishing agreement and the Center for Engaged Learning Author Guide have been provided. *Just one Author/Editor should submit this form.*

BOOK INFORMATION

Book Title:

Author(s)/Editor(s):

Date Submitted:

MANUSCRIPT PACKAGE CHECKLIST

The following materials are due along with the manuscript as part of the final manuscript package. The due date to submit these materials can be found in your book contract.

Manuscript Materials

- Final manuscript submitted as a Microsoft Word document
- Manuscript adheres to the guidelines in the Center for Engaged Learning [Author Guide](#)
- All in-text citations and reference lists follow the Chicago Manual of Style (18th edition), author-date style
- All figures and images are submitted as separate files
- All image files have a resolution of at least 300 dpi
- All figures and images files are named according to conventions listed in the [Author Guide](#)
- A [Permissions Form](#) has been completed for each copyrighted figure or image, as needed

Website and Engagement Materials

- A brief, updated description of the book suitable for the book website and marketing materials
- Brief, updated descriptions of each chapter suitable for the book website
- Discussion questions for each chapter for inclusion on the book website
- A holistic set of discussion questions suitable for reading groups or book discussions (approximately 5-10 questions)

Supplemental Resources

Supplemental materials described in the proposal have been submitted. If supplemental resources are included, please list them by title here:

MATERIALS SUBMITTED DURING PRODUCTION

CEL will request following materials *after* manuscript submission and should be provided during production preparation.

- Author/Editor biography (extended version for website)
- Author/Editor photo (300 dpi)

AUTHOR/EDITOR CONFIRMATION

I confirm that the manuscript and all required materials listed above have been submitted and prepared according to the Center for Engaged Learning Author Guide and the terms of the publishing agreement.

Author/Editor Signature

Date