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. **Only one Author/Editor should submit this form on behalf of the book team.**

BOOK INFORMATION

Book Title:

Author(s)/Editor(s):

Date Submitted:

MANUSCRIPT PACKAGE CHECKLIST

The following materials are required for final manuscript submission. Please consult your book contract for the submission deadline.

Consolidated Manuscript File

Submit the complete manuscript as a single Microsoft Word document, including all chapters and references. Follow the Author Guide and Chicago Manual of Style (18th edition), author-date style.

Please also include the following materials for CEL to extract for the book website:

- **Section descriptions and discussion questions:** Include for individual sections, if applicable.
- **Chapter descriptions:** Include a 100–200-word description or abstract immediately after each chapter title. Summarize the chapter's focus, main ideas, and contribution to the book.
- **Chapter discussion questions:** Place at the end of each chapter. (Example)
- **Chapter-level supplemental resources:** Place at the end of the respective chapter, if applicable, and clearly label for CEL to identify and extract.

Separate Documents

Submit the following as separate Microsoft Word documents.

- **Book description:** An updated description of approximately 200–250 words for the book website and promotional materials. Summarize the book's central focus, purpose, and key themes; identify the intended audience; and explain what readers will gain from engaging with the book. Use clear, concise language accessible to an interdisciplinary higher education audience.
- **Book-level discussion questions:** Approximately 5–10 questions designed to support reading groups and discussions of the book as a whole
- **Book-level supplemental materials:** Submit each supplemental resource intended to accompany the book as a whole as a separate file, as specified in the proposal or publishing agreement, if applicable.

Separate Figure & Table Files

- **Figures and images:** Submit each figure and image as an individual file.
- **Image resolution:** Ensure all image files have a resolution of at least 300 dpi.
- **File naming:** Name all figure and image files according to the conventions in the Author Guide.
- **Permissions:** Complete a Permissions Form for each copyrighted figure or image, as needed.
- **Tables:** Submit each table as a separate Microsoft Word file. In the manuscript, indicate each table's placement using a numbered placeholder and title, following the Author Guide.

All materials listed above are required for submission. Your manuscript will not enter the review process until all required materials have been received.

MATERIALS SUBMITTED DURING PRODUCTION

CEL will request following materials *after* manuscript submission and should be provided during production preparation. Do not include these materials in the manuscript.

- 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*