

## **Checklist: Progress Toward Publication of a Book**

Title of Book/Manuscript \_\_\_\_\_

Name(s) of Author(s) or [for edited collection] Editor(s) \_\_\_\_\_

### **1. Production of manuscript (please fill in all that apply)**

- \_\_\_ number of chapters of \_\_\_ total number of chapters written
- \_\_\_ number of chapters of \_\_\_ total number of chapters revised
- A proposal was invited for submission to [name of press] \_\_\_\_\_

### **2. Review and acceptance of manuscript**

- The manuscript was submitted to [name of press] \_\_\_\_\_
- The manuscript was sent out for review (if known)
- Reader responses were received
- Manuscript revised and resubmitted (if relevant)
- The manuscript was recommended for publication by the press's external referees [please attach referees' reports]
- The editor has recommended the book to the editorial board
- The publication contract has been signed by all parties [please attach copy]

### **3. Production by the press**

- The author has revised the manuscript and responded to any editorial questions
- The author has corrected the copy-edited text and returned it to the publisher
- The author has corrected the page proofs and returned them to the publisher

### **4. In print**

- The publisher has issued the book and a copy is included in the dossier
- Reviews have appeared and are included in the dossier

Candidate's comments \_\_\_\_\_