The Purpose of This Guide

Welcome to the publication process at the University of Minnesota Press. We look forward to helping see your book through to completion.

As you prepare your final manuscript for submission, we ask that you carefully review the guidelines in this manual. Following these guidelines will facilitate the work of our staff at every stage of production. Please contact your editor or editor's assistant with any questions you may have, as an improperly prepared manuscript will be returned to you for corrections before copyediting can begin, delaying the publication of your book.

Note that we cannot begin the production process if you submit an incomplete manuscript. A manuscript is considered incomplete when it is missing illustrations, permissions, the author/editor questionnaire, or any section of the text, including captions, acknowledgments, or final citations. Please refer to the checklist in Appendix B for a complete list of the elements you should submit with your final manuscript.

Also be aware that your final manuscript should in fact be *final*. Substantive changes—such as adding or removing sections of text or figures—will not be permitted once your final manuscript has been submitted, unless requested by the Press. Changes during the copyediting stage will be limited to corrections of spelling, punctuation, and clarity.

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