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# Appendix A

## Resources and Style Guides

Blatner, David, et al., *Real World Scanning and Halftones*, 3rd edition (Berkeley, Calif.: Peachpit Press, 2004).

**An accessible reference for the layperson that explains how digital images work; provides useful tips to ensure high-quality output.**

*The Chicago Manual of Style*, 16th edition (Chicago: University of Chicago Press, 2010).

**The indispensable national book-publishing standard; an especially helpful resource for issues of capitalization and documentation. Chapter 16 includes comprehensive instructions for indexing.**

Germano, William, *From Dissertation to Book*, 2d edition (Chicago: University of Chicago Press, 2013).

*Merriam-Webster's Collegiate Dictionary*, 11th edition (Springfield, Mass.: Merriam-Webster, Inc., 2003).

**Used by copy editors, proofreaders, and typesetters to determine preferred spelling and hyphenation.**

Mulvany, Nancy C., *Indexing Books*, 2d ed. (Chicago: University of Chicago Press, 2005).

Strunk, William, Jr., and E. B. White, *The Elements of Style*, 4th edition (Boston: Allyn & Bacon, 1999).

**Renowned and compact reference for grammar, punctuation, and language style questions.**

Schwartz, Marilyn, et al., *Guidelines for Bias-Free Writing* (Bloomington: Indiana University Press, 1995).

**A well-written guide to sensitive language issues published by the Association of American University Presses.**

<http://www.imdb.com>

**The Internet Movie Database website is an excellent resource on films, videos, and television productions.**



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## Appendix B

### Final Submission Checklist

Review these items to ensure that you have included each element with your final manuscript. Doing so enables the Press to move your manuscript into production as quickly as possible. You will find more information about these items in the Manuscript and File Preparation Guidelines. If you have additional questions, please contact your editor's assistant.

#### *All Manuscripts*

- \_\_\_ Completed Author/Editor Questionnaire.
- \_\_\_ A list of publications in which chapters or portions of chapters have been previously published.
- \_\_\_ Permission letters for all art and text that require permission.
- \_\_\_ Electronic files or physical art for all illustrations.
- \_\_\_ A photocopy or printout of all illustrations.
- \_\_\_ A printed copy of the manuscript. Be sure to indicate where figures should be placed in the text.
- \_\_\_ An electronic copy of all manuscript files on disk or CD. Include a caption file that gives both a description of the figure and the source to be credited.

#### *Edited Collections Only*

Include all of the above items as well as:

- \_\_\_ All signed contributor agreements.
- \_\_\_ A single word processing document that includes all contributors' biographies.
- \_\_\_ A list of contact information (addresses, phone numbers, and e-mail) for all contributors.



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## Appendix C

### Sample Permission Letter

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If you are willing to grant permission, sign the release form below and return it to me. Your prompt consideration of this request is greatly appreciated.

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Date of first copyrighted publication

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