Appendix A

Resources and Style Guides

Alt Text Resources:


A toolkit created by the University of Michigan designed to support authors, editors, and publishers in advancing the description of visual resources for accessibility in arts and humanities publications.


A Benetech initiative that details best practices concerning style, language, formatting, and layout that apply to every type of image. Also includes best practices specific to particular image categories and classifications (e.g., maps, line graphs, tables).


General alt text guidelines that focus primarily on images.

General Resources:


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

The indispensable national book-publishing standard and an especially helpful resource for issues of capitalization and documentation. Chapter 16 includes comprehensive instructions for indexing. The University of Minnesota Press follows this guide.


The guide contains more than 700 terms related to race/ethnicity, disability, immigration, sexuality and gender identity, drugs and alcohol, and geography.


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


Used by copy editors, proofreaders, and typesetters to determine preferred spelling and hyphenation. This is the University of Minnesota Press’s authority.


Renowned and compact reference for grammar, punctuation, and language style questions.
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. If you have additional questions, please contact your editor’s assistant.

All Manuscripts

Manuscript files:

- All chapters in congruent formats / citation systems in separate Microsoft Word documents with notes embedded.
- Applicable supplementary materials for manuscript: table of contents, dedication, acknowledgments, appendixes, bibliography, author biography, captions, etc. (Be sure captions give both a description of the figure and the source to be credited.)

Please include the following with your manuscript:

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- Publication history log—list of publications in which chapters or portions of chapters have been previously published
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• Permission letters for all art and text that require permission
• Electronic files or physical art for all illustrations

*Edited Collections Only*

Include all of the above items as well as:

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• A list of contact information (addresses, phone numbers, and email) for all contributors
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Publication History Log, Text Log, and Art Log Examples

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. If you have additional questions, please contact your editor’s assistant.

- Publication History Log
- Text Permissions Log
- Art Permissions Log