Appendix A

Resources and Style Guides

Alt Text Resources:

Describing Visual Resources toolkit. https://describingvisual
resources.org/guidelines/.

> *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.*

Diagram Center's guidelines. http://diagramcenter.org/table-of
-contents-2.html.

> *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).*

WebAIM's guidelines. https://webaim.org/techniques/alttext/.

> *General alt text guidelines that focus primarily on images.*

General Resources:

Blatner, David, Glenn Fleishman, Steve Roth, and Conrad Chavez. *Real World Scanning and Halftones.* 3rd ed. Berkeley, Calif.: Peachpit Press, 2004.

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

The Chicago Manual of Style. 17th ed. Chicago: University of Chicago Press, 2017.

> *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 Diversity Style Guide. https://www.diversitystyleguide.com.

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

Germano, William. *From Dissertation to Book.* 2nd ed. Chicago: University of Chicago Press, 2013.

Internet Movie Database. http://www.imdb.com.

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

Merriam-Webster's Collegiate Dictionary. 11th ed. Springfield, Mass.: Merriam-Webster, Inc., 2003.

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

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

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

> *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:

- Completed Author/Editor Questionnaire
- Publication history log—list of publications in which chapters or portions of chapters have been previously published
- Text log and/or art log as requested by your editor's assistant

- 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:

- All signed contributor agreements
- A single Microsoft Word document that includes all contributors' biographies
- A list of contact information (addresses, phone numbers, and email) for all contributors

Appendix C

Sample Permission Letter

Dear [Copyright Holder]:

I am requesting your permission to reproduce material in a forthcoming book by **[Author/Editor]**, tentatively titled **[Book Title]**, and scheduled for publication by the University of Minnesota Press in **[Month and Year]**. The approximate length will be **XXX** pages and the approximate print run will be 2,000 copies. I would like permission for the following material:

[Describe the image or text here; attach a copy of the work if necessary].

If you are not the copyright holder for this material, please provide the name and address of the person or publication that can grant me permission.

I am requesting non-exclusive publication and selling rights throughout the world in all languages and in all editions, hardcover and paperback, including reprints by the University of Minnesota Press or by other publishers licensed by the Press. I further ask that permission be extended to cover any version or rendition arising out of or based on digital, electronic, computer based, or any similar technology now known or hereafter developed (including but not limited to CD-ROM and online). Please consider that distribution of our title outside North America and Europe will be minimal. Since the Press may receive requests from nonprofit organizations to make special

editions such as Braille editions, large-type editions, subscriber disk recordings, and so on, for use by blind or partially sighted students, will you please also extend your permission to allow the Press to permit these nonprofit organizations to make special editions of our title without further permission from you?

Full credit will be given to the source. If you wish to specify the exact wording of the credit, please do so in your response.

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.

Sincerely,

[Your Name]

Please provide the following information:

Credit Line (provide exact wording)
Original Publisher
Date of first copyrighted publication

I grant permission requested on the terms stated in this letter.

Name_____

Signature_____

Date_____

Appendix D

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