

Greetings from the editorial department of Ohio University Press.

You will find enclosed the following materials:

- guidelines for preparing your manuscript
- permissions and copyright guidelines
- a sample permissions letter
- a preliminary illustration checklist
- a final illustration checklist

It is imperative that you read these materials thoroughly before revising and formatting your manuscript for submission.

The guidelines for preparing your manuscript contain summaries and highlights from *The Chicago Manual of Style* (CMS) as well as examples of documentation. The guidelines, however, are no substitute for CMS itself, and we urge you to consult it for specific questions. Most libraries will have a copy of the current edition, and it may be available as an online subscription resource through your institution.

The permissions and copyright guidelines are a summary of the law of copyright as it relates to the reproduction and distribution of preexisting text, images, and other works. Unless the materials fall within one of the enumerated exceptions to copyright protection (see the guidelines), you will need to determine the identity of the rights holders and secure from them written permission to use the materials. We have included a sample permissions letter that you may use as a template.

The two illustration checklists (preliminary and final) are organizational tools to help you track your illustrations and ensure that you have supplied all supporting materials. Be sure to read the instructions on the back of each checklist. **We cannot begin the copyedit of your manuscript until we have received the completed checklists and verified that all supporting materials are logged in and accounted for.**

At least thirty days before the date specified in your contract for delivery of the final manuscript, submit to your acquiring editor a set of proposed illustrations and the completed preliminary illustration checklist. The production department will evaluate the illustrations for quality (see guidelines for preparing your manuscript) and will report to your acquiring editor any illustrations that do not meet press standards. This will be your opportunity to cure any defects (if possible), find alternative illustrations, or cut the defective illustrations from your manuscript. With your final manuscript, submit the final illustrations, completed final illustration checklist, captions and credit lines, and permissions correspondence.

If you have any questions regarding formatting, illustrations, or permissions, please contact your acquiring editor.