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**Hong Kong University Press**

**Final Manuscript Submission Checklist**

Please complete the checklist and send it with your final manuscript.

# Formatting

Word count (including front matter, notes, bibliography, tables, and captions, and is within contract length): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired note placement:

\_\_\_\_ foot of page (HKUP’s preferred format)

\_\_\_\_ back of book

\_\_\_\_ end of chapter

\_\_\_\_ no notes

Index (to come):

\_\_\_\_ author/editor will work with a professional indexer (at their expense)

\_\_\_\_ author/editor will prepare an index

\_\_\_\_ no index

Preferred standard for usage, spelling, style, and format: **American**. If a different usage is preferred, please specify.

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If a language other than English is used, please list.

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*For manuscripts also include Chinese:*

Note that traditional Chinese is our preference. If simplified Chinese is preferred, please indicate.

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If a special font is used (e.g., IPA symbols; Hanyu pinyin), please specify.

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**Text**

Arrange and name the files according to the guidelines described in the Author Guide. Please check all that apply.

**Front matter**

\_\_\_\_ title page

\_\_\_\_ dedication/epigraph

\_\_\_\_ table of contents

\_\_\_\_ list of illustrations

\_\_\_\_ list of tables

\_\_\_\_ foreword

\_\_\_\_ preface

\_\_\_\_ acknowledgments

\_\_\_\_ others (specify) (e.g., guide to romanization; list of abbreviations/acronyms; chronology)

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**Main text**

\_\_\_\_ introduction

\_\_\_\_ part titles

\_\_\_\_ chapters

**Back matter**

\_\_\_\_ appendix

\_\_\_\_ glossary

\_\_\_\_ bibliography/references/works cited

\_\_\_\_ list of contributors

**Illustrations and Tables**

Please indicate number. Include all figures, photographs, line drawings, maps, charts, graphs, etc.

Number of black and white illustrations: \_\_\_\_\_\_\_\_\_\_\_\_

Number of color illustrations: \_\_\_\_\_\_\_\_\_\_\_\_

Number of tables: \_\_\_\_\_\_\_\_\_\_\_\_

If any of the illustrations are to be printed as inserts, please specify.

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Make sure that:

* All illustration files are acceptable in format and resolution.
* Placements callouts have been inserted.
* Illustration and table captions are supplied as a separate list and all necessary credit lines are included.

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Send us copies of both the requests and the permission release letters. Keep copies for your own records.

**Additional Elements**

Please indicate any additional material and number (e.g., audio and video files).

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**Cover Concept**

We will do our best to accommodate your suggestions but reserve the right to make the final decision on cover design and content based on marketing and design factors.

If you would like to use an image from the interior illustrations, indicate the corresponding figure number. Provide a description of the image:

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If you would like to use a new image, please supply a digital copy. Also provide a description for the new image and include all necessary credit information:

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If you prefer a type-only cover design, indicate here:

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