

Checklist of Progress toward Book Publication*

Please mark the boxes for all steps in the publication process that have been completed.

Title of Book/Manuscript _____

Name(s) of Author(s) or (in the case of an edited collection, critical edition, etc.) **Editor(s)**

1. Review for publication:

- The manuscript was submitted for review to [name of press] _____
- The manuscript was recommended for publication by the press's external referees (please attach referees' reports).
- The editor has recommended the book to the editorial board.
- The editorial board has approved the recommendation to publish the book.

2. Acceptance by the press:

- The publisher has written to the author(s) making the final commitment to publish the book (if the printed book is not in the dossier, please attach a copy of the letter).
- The publication contract has been signed by all parties (if the printed book is not in the dossier, please attach a copy of the contract).

3. In production:

- The author has revised the manuscript and responded to any editorial questions.
- The author has supplied the final manuscript, including the text and (as agreed upon with the publisher) tables, appendices, notes, bibliography, illustrations, captions, etc.
- The author has supplied any written permissions necessary to reproduce text or illustrations.
- The author has corrected the copy-edited text and returned it to the publisher.
- The author has corrected the page proofs and returned them to the publisher.
- The author has received a pre-publication copy, which is included in the dossier.

4. In print:

- The publisher has issued the book and a copy is included in the dossier.
- Reviews have appeared and are included in the dossier.

Candidate's comments: _____

(*Taken from CLAS Promotion and Tenure website)