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:**  ____________________________________________________________________________  

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(*Taken from CLAS Promotion and Tenure website)