

## Author's Pre-Submission Checklist

It is **crucial** that your manuscript complies with all of our Submission Guidelines, which you can download here: <https://vernonpress.com/download?f=htsm>

I have carefully read the Submission Guidelines and confirm that my manuscript is in full compliance with <b>all</b> of them.	OK <input type="checkbox"/>
I have filled and returned both forms with the information required for publication ("Author and Book Information Form" and "Marketing Information Form").	OK <input type="checkbox"/>
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The text doesn't have more than 300 words cited in total from any source and/or I have obtained adequate permissions from copyright holders ahead of submission and have submitted them to the Publisher.	OK <input type="checkbox"/>
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The book uses a single referencing system (Chicago preferred, but any single system acceptable) and does so consistently and cleanly.	OK <input type="checkbox"/>
A complete bibliography is included at the end of the manuscript or at the end of every chapter in an edited volume. The bibliography contains only the works cited in the text, and no others.	OK <input type="checkbox"/>
All chapters use the same style of formatting, heading, referencing systems, etc.	OK <input type="checkbox"/>
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I have structured my text with up to (but ideally no more than) three levels of headings.	OK <input type="checkbox"/>
I haven't used extra manual line breaks between paragraphs or double spacing after punctuation marks.	OK <input type="checkbox"/>
Figures/images (if applicable) are supplied in a form that is legible when printed in black and white and supplied with at least 150 dpi resolution. In addition, they are legible when shrunk to fit in the upper half of a US Letter (or A4)-sized page.	OK <input type="checkbox"/>
Figures and tables are numbered consecutively using an X.Y convention, where X is the chapter number and Y is the figure number within said chapter and have been cited in the text.	OK <input type="checkbox"/>
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