Submission Checklist for
K-State Research and Extension Publications

Review this checklist before submitting text and graphics to your editor. Missing elements, missed deadlines, and significant text and design changes can delay production and result in assessment of a rush charge.

For additional information and forms, visit: www.communications.ksu.edu/publishingclients

General preparation

____ Manuscript has been peer reviewed.

____ Co-authors, test groups, and other collaborators have approved the manuscript as final.

____ Publication request form is completed and ready to submit to editor. (Form includes tentative title, names of reviewers and administrators who approved the manuscript, invoicing information, and other basic information.)

Text

____ Text is prepared in Microsoft Word with minimal formatting. (Don't use columns or justify text. Use bolding, italics, superscripts, and subscripts as needed.)

____ Text conforms to K-State Research and Extension style guidelines.

____ Any references or literature citations are presented in a simple, consistent style.

Tables

____ Tables are prepared in Microsoft Word or Excel with minimal formatting. (If tables are in Word, submit with text. If tables are in Excel, submit as separate files).

Graphics

____ Photos, figures, and other graphics are submitted in their original format as separate files at the highest possible resolution (>300 dpi is ideal).

____ Editor is aware of additional graphic design needs, such as creating or revising figures or diagrams.

Copyright and permission

____ Any art, photography, table, graphic, or text block originally published elsewhere is accompanied by a permission to reprint release from the copyright holder.

____ References to other K-State Research and Extension publications are included as appropriate.

____ Photos of people are accompanied by a photo consent and release form (if necessary).