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).