Checklist: Progress Toward Publication of a Book

Title of Book/Manuscript ___________________________________________________ 

Name(s) of Author(s) or [for edited collection] Editor(s)_____________________

1. Production of manuscript (please fill in all that apply)
   [ ] ___ number of chapters of ___ total number of chapters written
   [ ] ___ number of chapters of ___ total number of chapters revised
   [ ] A proposal was invited for submission to [name of press] _____________

2. Review and acceptance of manuscript
   [ ] The manuscript was submitted to [name of press] _____________
   [ ] The manuscript was sent out for review (if known)
   [ ] Reader responses were received
   [ ] Manuscript revised and resubmitted (if relevant)
   [ ] 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 publication contract has been signed by all parties [please attach copy]

3. Production by the press
   [ ] The author has revised the manuscript and responded to any editorial questions
   [ ] 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

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 ___________________________________________________