

M1: Submission checklist

Please use the following checklist to ensure that you submit all necessary materials alongside the completed text of your manuscript.

1. Have you completed and returned the signed contract for your title?
2. If there are any materials whose publishing and selling rights you do not hold, have you included all copyright clearance statements? Illustrations, quotations which do not comply with 'fair use', photographs, articles that have been published elsewhere, sound recordings or films included in any supplementary CD or DVD, are all examples of copyrighted material whose copyright you may not own. See **M4: Copyright and permissions – guidance**
3. If there are contributors who have not signed the main contract (for example, if this is an edited volume), have you included the signed contributor contract and included their contact details? See **C1: Contributor's agreement**.
4. If you have a photograph you would like to use for the dust jacket or cover, have you included it? If so, you need to also include:
 - a. Any copyright clearance. See **F1: Images for your cover – guidance** and **F2: Re-use of images permission form**.
 - b. A brief caption or description that can be used on the back cover
5. Have you followed the submission guidelines? Where this has not been possible, have you made this clear for the typesetter in a separate instruction sheet? See **M2: Manuscript guidelines**.
6. Have you entered book review addresses by emailing: admin@cambridgescholars.com?
7. Have you included a blurb and author biography which we can use for marketing purposes and on the back cover of your book? See **M7: Advance marketing your book**.
9. Have you included recommendations?
10. Have you included the subject and BIC classifications which most appropriately describe the topic of your book? See **M7: Advance marketing your book**.

