

AUTHOR’S CHECKLIST

This checklist will assist you in ensuring that all the information is supplied to enable Knowres Publishing to process your manuscript to publication.

Ensure that you include the following information: (* Essential information)

Table of contents*	<input type="checkbox"/>
Preface	<input type="checkbox"/>
Foreword	<input type="checkbox"/>
Permissions (if any)	<input type="checkbox"/>
Chapters*	<input type="checkbox"/>
Parts/sections	<input type="checkbox"/>
Tables/figures (if applicable) *	<input type="checkbox"/>
Artwork separate (if applicable)	<input type="checkbox"/>
References*	<input type="checkbox"/>
Subject index*	<input type="checkbox"/>
Appendices	<input type="checkbox"/>
Supplementary material (please specify)	<input type="checkbox"/>

What type of artwork is supplied?	<input type="checkbox"/>
Line drawings	<input type="checkbox"/>
Photographs	<input type="checkbox"/>
Have you discussed or agreed on any of the following?	<input type="checkbox"/>
Text design	<input type="checkbox"/>
Cover design	<input type="checkbox"/>
Preferred contact (mail / e-mail / phone / fax)	<input type="checkbox"/>
Have you supplied the following?	<input type="checkbox"/>
Hard-copy manuscript*	<input type="checkbox"/>
Hard-copy artwork and tables (separate from the text) *	<input type="checkbox"/>
Digital text files*	<input type="checkbox"/>
Digital artwork	<input type="checkbox"/>
Do you want to provide any additional information?	<input type="checkbox"/>

Knowres Publishing

P O Box 3954
 Randburg
 2125

Tel: +27 11 880-8540
 Fax: +27 11 880-8700 / 9829
 E-mail: cia@knowres.co.za
 Website: www.kr.co.za