

John Benjamins

Checklist for Authors of Monographs

When submitting the book manuscript for production, please make sure that you provide **all of the following documents and information**, as we cannot enter your book into the production process until we have received all of these.

Manuscript/files

Please double check and confirm that the manuscript is complete, copy-edited and final!

Any textual polishing needs to be done in the manuscript before it is submitted for production.

The proofs should only be used for spotting errors introduced by our formatting process, or a few remaining typos.

- Word processing file(s)** for the manuscript, including a front page with the title, the author(s in the correct order) and their affiliations, a table of contents, notes, references, etc. These files should *not* contain any track changes or comments in the files themselves.
If the Unicode font you used did not include all the characters your material requires, and you have used a separate, additional font, please provide that font (or a link where we can retrieve it).
If the file contains index markers, please mention this in the accompanying message when submitting the materials.
- PDF** file(s) with embedded fonts, showing all special characters as they should appear. This PDF is used as ‘hard copy’ reference by the typesetters. Make sure that the PDF reflects the final version of the word processing files, and not some prior version.
- The final versions of any **figures/plates** that could not be included in the manuscript file(s). The manuscript should indicate the locations for each of those, with the name of the relevant file, in the following manner: @@@ INSERT map_3.bmp @@@
- Additional materials:** If there is additional material associated with the publication, such as audio or video files, datasets, etc., and you need this material to be hosted by Benjamins (rather than in a repository), please make sure that:
 - The manuscript itself mentions these materials in the text, and preferably also in a footnote or in a description of appendices, depending on the nature of the associated materials.
 - The complete and final versions of these additional materials are submitted to us at the same time as the manuscript files for production;
 - They are accompanied by a separate document that lists all these materials, with for each item the file name, a caption/description, and the file size. The file names should allow us to associate the materials with the appropriate items or locations in the text, e.g., “appendix_1.xlsx”, “example_3.wav”, “figure_5.mov”.

Author details/contact information (for *all* authors)

- Current **email address** for sending proofs etc.
- Postal address** where you would like to receive the complimentary copy/ies of the book on publication. NB. This needs to be an address that allows for express delivery (with signing for receipt), preferably with a street and house number. For this purpose, please also provide a **telephone number**. Remember to inform us if your address changes!
- Your **date of birth**. We register books with the US Library of Congress and they request this information to disambiguate persons in their catalog with identical names. This information is not used for any other purpose.
- If you have an **ORCID**, please provide that to us as well.

P.T.O.

Promotional information

- A **promotional text** ('blurb') of up to 150 words describing the book's subject and contents; its aims; points of special interest; readership; and how the book relates to existing knowledge.
- A **list of approx. 10 journals** that should be invited to do a book review of the book; if possible, please provide the name and email address of the (review) editor. We will contact them shortly before the book appears. If a journal that is not on your list is interested in doing a book review, they will be asked to provide us with the contact information for the reviewer. In principle, we do not send books, but provide access to the ebook edition. We do not provide review copies on request from individuals, only from journals.

Several journals / sites automatically receive information of all new publications and therefore need not be included in your list. **For books in Linguistics** these are *Language*, *Linguist List*.

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