facet publishing

AUTHOR'S CHECKLIST

Title

_____

Author/Editor

_____

Text

Computer system PC/Apple Mac
Word-processing package Version (e.g. 1.1)
File format ☐ .doc ☐ .rtf
Disk type ☐ HD ☐ DD (PC only) ☐ Zip ☐ CD-R
Accents which are to be applied by the typesetter Throughout ☐ On pp.

Illustrations, diagrams, etc.

Drawn by author: software used file format
Supplied as artwork Yes ☐ No ☐
Sketches to be redrawn Yes ☐ No ☐
Screendumps to be annotated Yes ☐ No ☐

File list (please list all text files first, followed by any files for illustrations)

Disk no.	File name	Text or illustration	Corresponds to ms pages