

EDITOR'S FINAL CHECKLIST

All section references are to sections of the "ASPCS Instructions for Editors Using LaTeX 2e Markup," unless otherwise noted.

General:

- All articles received (§ 2.2)
- All articles refereed, if applicable (§ 1)
- All articles edited for grammar, style and scientific content, using reference manuals suggested where applicable (§ 2.3)
- All articles included and compiled into a single volume (§ 3)
- Each individual paper, all front matter and the indexes appear in the compiled volume.

Main Matter:

- Each paper and entire volume checked for general questions of format and style, including, but not limited to, the following:
 - slugs (§ 2.4);
 - capitalization and layout of running heads, titles (§ 2.4) and sections/subsections (§ 2.5);
 - author names and addresses (§ 2.4);
 - abstracts (Author's Instructions, § 3.2);
 - margins—left, right, top and bottom (§§ 2.2, 2.4, 2.7, 3.5, 3.6);
 - font (§ 3.4; Author's Instructions, §§ 3.3, 3.6, 4.2);
 - spacing (Author's Instructions, § 3.3);
 - session or part headings (§3.2).
- Author and shortened title running heads are correct for the paper (§ 2.4).
- All page numbers are correct, in sequence, and within margins; no page numbers appear on session heading pages and blank pages (§ 3.1).
- All tables are correctly positioned within margins, are properly formatted, and are referred to in the text. (§ 2.7, Author's Instructions § 3.5)
- All figures are correctly positioned within margins, are of sufficient resolution, are referred to in the text, and all labeling is legible. Questionable images printed, checked and replaced if necessary. Figures do not cover text or running heads,

and proper permissions have been granted and acknowledged. (§ 2.7, Author's Instructions § 3.6)

- All acknowledgments (§2.8) and discussions (§ 2.10) are in proper format.
- All references quoted in the text are listed in the bibliography; all items in the bibliography have been referred to in the text. (§ 2.9)

Front and Back Matter:

- Submission Form sent to Enid Livingston (aspcs@byu.edu) when within one week of submitting manuscript to request the following (§ 5.1):
 - The volume number
 - The year of publication
 - The ISBN for the volume
 - An account and password to upload files to ASP
- Pages i to iv include all necessary information and are correct (§ 5).
- Front cover illustration has been designated and appropriately acknowledged on page i (§ 5.3)
- Dedication (on p. v, if included) checked (§ 3.6; *Chicago Manual of Style*, 15th Ed. [*Chicago*], 1.36-37).
- Table of contents (p. v or p. vii if Dedication included) checked for the following (§ 3.6; *Chicago* 1.40):
 - proper spacing;
 - consistent style of author names (full names or initials/surname);
 - appropriate line breaks (titles/authors do not run into column for page number; author initials and surnames are not split);
 - no hyphenation in titles;
 - appropriate page breaks (part titles appear with at least one paper);
 - all front matter and back matter listed on correct page;
 - each title matches the paper's title exactly;
 - all authors listed on TOC and spelling of names match paper.
- All pagination of front matter is correct and matches table of contents (§ 3.6; *Chicago* 1.101)
- Conference Photo is as large as possible, but within margins; photo key is included, if desired. Photo appears on odd-numbered (right) page if single page layout. If key or separate page caption is included, photo appears on even-numbered (left) page with caption/key on the following page. (§ 3.6)

- One or two blank pages appear between front matter and main matter.
- All indexes appear at the end of the volume. Page references for items in indexes have been checked and are correct (if changes have been made to volume, indexes may need to be recompiled). (§§ 4 and 6.1)

Submission:

- Zipped files uploaded to ASPCS at <http://aspcs-linux.byu.edu/upload/>. (§ 7; online editor's information, [Step 3, Section 3.2](#))
- Volume compiled on the ASPCS server; each page checked for any problems or errors. All necessary changes made to files on ASPCS server. (Online editor's information, [Step 3, Section 3.2](#))
- Enid Livingston emailed (aspcs@byu.edu) to notify her that volume is ready for aesthetic review.
- Mailing list form (names, up-to-date street addresses, telephone numbers and email addresses for all recipients of printed book) e-mailed to aspcs@byu.edu. (§ 7; online editor's information, [Step 1, Section 1.3](#))