

Manuscript Submission Checklist

| CHECKLIST | | |
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| <input type="checkbox"/> | Manuscript has been formatted to conform with the Spears House Style. (Your manuscript will be returned for formatting should you fail to conform to our recommended house style). | See “Manuscript Preparation Guide” available in PDF and MS Word. |
| <input type="checkbox"/> | A summary of the book (350 words maximum) has been supplied in a separate file. | Absolutely essential for the back cover, registration of ISBN etc. |
| <input type="checkbox"/> | Biographical information of the author (350 words maximum) has been supplied in a separate file. | In the case of an edited volume, the biographical information of all contributors should be combined and sent in a separate MS Word file. |
| <input type="checkbox"/> | Author’s passport size photo has been submitted | Needed for profiling the author on the Spears website and other social media platforms. |
| <input type="checkbox"/> | Author has provided at least FOUR endorsements for his/her manuscript | The Spears editorial team will solicit more endorsements besides those provided by the author once a proof of the book is obtained. |
| <input type="checkbox"/> | Provided the names of at least TWO individuals competent to review the manuscript (for Academic books). | The editorial team reserves the right to contact the recommended individuals and where applicable, the Press will solicit reviews from individuals besides those provided by the author. |