

***Disease Control Priorities in Developing Countries, second edition***  
**Manuscript Checklist**

**Manuscript Preparation and Submission**

- ❑ Manuscript provided in both electronic and printed form; printed manuscript is single-sided in letter-quality mode
- ❑ Printed manuscript matches the electronic file exactly
- ❑ 1-inch margins on all sides
- ❑ All text double-spaced
- ❑ Standard typeface such as Times Roman at the 12-point size
- ❑ Table text, as needed, in a narrower alternative font at a smaller size, such as Arial or Arial Narrow
- ❑ Minimal formatting; no fancy boxes, extra rules, etc.
- ❑ Ragged right text, not justified
- ❑ No manually hyphenated words; no use of MS Word's Hyphenation feature
- ❑ Internal subhead organization easily discernable by a copyeditor; extra space left above and below subheads

**Cover Page**

- ❑ Manuscript begins with a cover page that contains the following information:
  - ❑ title of the chapter
  - ❑ author names and affiliations
  - ❑ contact information for each author, including complete street address, zip codes, e-mail addresses, and phone and fax numbers
  - ❑ the actual number of words in the text of the chapter, as well as the requested number of words

**Tables and Figures**

- ❑ Original data, such as Excel files, for all figures are attached
- ❑ All tables and figures are correctly numbered and placed per text discussion
- ❑ Text references have been inserted for all tables and figures
- ❑ Source lines have been inserted for all tables and figures
- ❑ No embedded figures, such as graphs or charts, within the text of the chapter; large tables and all figures provided at the end of the document or as a separate document
- ❑ No color in figures
- ❑ Complete source information provided for all figures
- ❑ Used Word's Table feature to create and format tables

### **Flow charts and other illustrations**

- ❑ Provided the text of all flow charts, labels, and leader lines in a Word file
- ❑ Provided an image or hand-drawn original showing how the flow chart is to be rendered

### **Boxes**

- ❑ Text references have been inserted for all boxes
- ❑ On final placement of boxes, notes in boxes have been converted to footnotes and those notes have been removed from the endnote system
- ❑ Sources lines have been inserted for all boxes

### **Notes and References**

- ❑ Author-date citation (Smith 1999) has been inserted in the text for all notes
- ❑ For each and every note, the following information has been inserted in the reference list:
  - ❑ author(s) or editor(s)
  - ❑ date of publication
  - ❑ full book or journal article title
  - ❑ volume and issue of journal if applicable
  - ❑ place of publication
  - ❑ publisher
  - ❑ page numbers in journal if applicable
  - ❑ conference name, date, and place if applicable
  - ❑ Web site and date accessed if applicable
- ❑ Accuracy of individuals' names (including diacritics), publication titles, meeting/conference titles, program names, project and initiative names has been verified
- ❑ All background papers and authors have been listed
- ❑ All background notes and authors have been listed

### **Permissions**

- ❑ Permission to reprint material from the original publisher is
  - ❑ attached to this checklist
  - ❑ forthcoming (date expected: \_\_\_\_\_)
- ❑ Maps have been approved by World Bank Cartography Department

**Bibliographic Note**

- List of persons to acknowledge has been updated
- Itemized materials (tables, figures, boxes, sections of text, quotes) that are forthcoming or are not final: