

## NAMES Checklist

Before you submit your manuscript for review and possible publication, please answer each of the following questions. Should you have any questions or concerns, please consult the Editor-in-Chief, Dr. I. M. Nick (nameseditor@gmail.com)

	Question	Yes	No
1.	Did you consult the ANS Names Style Sheet?		
2.	Have you spell-checked your entire manuscript?		
3.	Has your entire manuscript been edited for style, format, and grammar?		
4.	Does your manuscript contain all of the mandatory textual elements?		
5.	Is the <u>main text</u> of your manuscript 5,000 words or <b>less</b> ; excluding the notes, bibliography, graphics, and any supplementary material?		
6.	If your manuscript has more than one author, has one person been clearly designated as the contact person with all of the required contact details?		
7.	Does your bibliography conform to the rules of the <i>Chicago Manual of Style</i> ?		
8.	Have you checked to see that ALL of the references mentioned in the manuscript are also included in the bibliography?		
9.	If you have used third-party materials, have you obtained written permission from the legal owner(s)?		
10.	Do you understand that membership in the American Name Society is a requirement for <b>publication</b> in <i>NAMES</i> ?		

To be eligible to publish an article in NAMES, all of the questions above must be affirmatively answered.