

# Author's Submission Checklist

Project: \_\_\_\_\_

Author: \_\_\_\_\_

Chapters/Problems: \_\_\_\_\_

Date: \_\_\_\_\_

---

## General Content

\_\_\_\_\_ the submission complies with the contract

## Manuscript Electronic Files

\_\_\_\_\_ file(s) were prepared in MSWord and will be submitted both electronically and as a printout

\_\_\_\_\_ Microsoft Equation was used for all equations

\_\_\_\_\_ illustrations were created using Microsoft Draw or were scanned in place and electronic files will be included with the submission

\_\_\_\_\_ if special permission was given for hand-drawn illustrations, each figure will be submitted separately, one page per figure

\_\_\_\_\_ all illustrations are of adequate quality for rendering

## Problems and Solutions

\_\_\_\_\_ multiple-choice problems include four plausible answer choices, labeled (A), (B), (C), and (D)

\_\_\_\_\_ all four answer choices have same number of significant digits

\_\_\_\_\_ answer choices have only enough significant digits to differentiate them (usually two, sometimes three)

\_\_\_\_\_ answer choices are in ascending order

\_\_\_\_\_ the problem's answer choices and its solution have the same number of significant digits

\_\_\_\_\_ answer choices and calculations show all units

\_\_\_\_\_ units follow PPI style as established in the Reference Manual for the discipline

\_\_\_\_\_ all units cancel properly

\_\_\_\_\_ calculations show basic equation first

\_\_\_\_\_ calculations have been checked for accuracy

\_\_\_\_\_ variables are italicized appropriately and upper/lowercase is correct

## Tables, Illustrations, and Appendices

\_\_\_\_\_ all tables, illustrations, and appendices are numbered and have titles (*except* in example & practice problems)

\_\_\_\_\_ all axes are labeled and include units

\_\_\_\_\_ all columns are labeled

\_\_\_\_\_ all tables, illustrations, and appendices are dual-dimensioned (if applicable) with SI units presented in parentheses

