

MSA 685

SUGGESTIONS TO HELP MOVE THE PROCESS ALONG

1. SEND A COMPLETE MANUSCRIPT IN ALL ASPECTS (TITLE PAGE, TABLE OF CONTENTS, ETC.).

-SEND YOUR "BEST EFFORT!!!" IN OTHER WORDS, THINK OF WHAT YOU SEND AS YOUR FINAL DRAFT. TAKE YOUR TIME.

-DO NOT SEND SEPARATE CHAPTERS FOR "FEEDBACK." IF NECESSARY CALL OR E-MAIL WITH QUESTIONS

2. DO NOT SEND MANUSCRIPT IN A FOLDER OR BOUND. IT IS HELPFUL FOR ME TO HAVE IT IN LOOSE PAGE FORM. WE WILL BIND LATER.

3. IT WOULD BE REALLY HELPFUL IF YOU WOULD PUT A SASE IN WITH THE MANUSCRIPT. IT SAVES TIME IN TERMS OF HAVING TO GO TO THE POST OFFICE AND PROVIDES YOU WITH A QUICKER TURN AROUND.

4. ALWAYS PUT IN YOUR ADDRESS AND PHONE NUMBER WITH EACH MAILING. I HAVE IT OF COURSE, BUT IT IS SO MUCH EASIER TO HAVE IT RIGHT WITH YOUR MANUSCRIPT.

5. IF YOU MAIL MATERIAL OVERNIGHT, ETC. PLEASE CHECK "LEAVE AT HOUSE" OR AN EQUIVALENT DESIGNATION. IF YOU DON'T AND NO ONE IS HOME A NOTE IS LEFT AND IT HAS TO BE REDELIVERED OR PICKED UP AT THE POST OFFICE WHICH AGAIN RESULTS IN A DELAY.

6. DON'T FORGET TO USE APA STYLE.

7. PAY ATTENTION TO THE GRADING TEMPLATE.