



**Note to authors:** Medieval Institute Publications asks that word processing files submitted to MIP for preparation for publication be formatted as simply as possible. Excessive coding is stripped out in the typesetting process. Please avoid paragraph formatting applied separately to each paragraph, variable line spacing, or frequent changes in tab settings, fonts, or font sizes. If you need information about the electronic preparation of your manuscript, please contact the MIP Production Editor, Julie Scrivener (269-387-8752, email: julie.scrivener@wmich.edu).

**Personal Information:**

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Office phone: \_\_\_\_\_  
\_\_\_\_\_ Home email address: \_\_\_\_\_  
\_\_\_\_\_ Work email address: \_\_\_\_\_

**Manuscript Information:**

Title of manuscript: \_\_\_\_\_  
Your editor(s) (if an edited collection): \_\_\_\_\_  
Number of manuscript pages: \_\_\_\_\_ Number of illustrations: \_\_\_\_\_ Number of tables: \_\_\_\_\_  
Are there any mathematical symbols, accents, and/or other special characters in the text?  Yes  No  
If so, please list them: \_\_\_\_\_  
What languages other than English appear in your manuscript? \_\_\_\_\_  
Specify any fonts used for foreign language characters: \_\_\_\_\_  
Can you provide the entire manuscript on disk or by email attachment?  Yes  No  
If not, which parts are not on disk (e.g., tables, illustrations, etc.)?  
\_\_\_\_\_  
Are you doing the work at the computer yourself?  Yes  No  
If not, whom can we contact for more information about the hardware or software used?  
\_\_\_\_\_

**Computer Information:**

Type of computer used (e.g., IBM or compatible, Macintosh or compatible): \_\_\_\_\_  
Operating system, including version (e.g., DOS, Windows, Macintosh, UNIX): \_\_\_\_\_  
Word-processing program, including version (e.g., WordPerfect 8.0, MS Word 97): \_\_\_\_\_  
File format of any non-text items (e.g., tables, illustrations: Excel, PhotoShop, etc.): \_\_\_\_\_  
Does the printer you use show all the characters (including accents and special characters) used in your manuscript?  Yes  No Does it show superscripted note numbers?  Yes  No  
If not, which ones do not print? \_\_\_\_\_ Are these marked on the printout?  Yes  No

**Please return this completed questionnaire to:**

Patricia Hollahan, Managing Editor  
Medieval Institute Publications  
Western Michigan University  
1903 W. Michigan Ave.  
Kalamazoo, MI 49008-5432  
phone (269) 387-8754; fax (269) 387-8750  
email: patricia.hollahan@wmich.edu