GRAPHICS SUBMISSION CHECKLIST

Please ensure that each ***Item*** below has been ***Initialed*** by the ***Team Leader*** before the chapter or other work unit is submitted to Code N317.

_____ 1. All changes or corrections to figures or tables are made with a ballpoint or felt-tip pen in a color other than black.

_____ 2. All notations are legible; spelling and punctuation are correct.

_____ 3. If needed, specific art size requests are noted on Rough Art Sheet. If none, Graphics will determine optimum size.

_____ 4. All requirements for Foldouts and Color Illustrations have been cleared by code N317 prior to submission of this chapter.

_____ 5. All forms to be used as illustrations are typed and enclosed.

_____ 6. Illustration sources are enclosed or available through the SME.

_____ 7. Copyright information that must be shown with the illustration is presented on the rough art sheet and the Caption List exactly as it must appear.

_____ 8. Security classification (if applicable) for artwork and captions is noted clearly on the Rough Art Sheet and the Caption List.

_____ 9. Source Sheet supplied listing title and/or number of source.

_____ 10. Team Leader has checked the art to ensure no PRIVACY ACT DATA, UNRELEASED COPYRIGHTS, and/or UNAUTHORIZED RESTRICTED MATERIAL IS CONTAINED HEREIN.

_____ 11. All requirements for Animations have been cleared by code N317 prior to submission of this chapter.

_____ 12. Storyboards for Animations have been enclosed with chapter. All requirements for Videos and Audio have been cleared by code N317 prior to submission of this chapter

TEAM LEADER: _____ _____
(Name, typed or printed) (Signature)

BOOK TITLE: _____

NAVEDTRA: _____ CHAPTER: _____

SME: _____

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