

Submission Checklist - Authored Manuscripts

Please return this with your manuscript files

Your full answers here will ensure an efficient and faster transition to our production department

Please add text to this pdf form and tick the checkboxes as required
Once completed please return it to us via email, Google Drive or Dropbox (there is no need to print this out)

Book title

This	s is the full and final version of all the manuscript files - we cannot begin work until all terial is received
Tot con	al word count (including notes, front matter, figures and tables) is within the agreed tracted length
Author na	information ame(s) as it/they are to appear in the book and all promotional material se a separate Word file if more space required)

Affiliation(s) to appear in the book and all promotional material

Our house style is the following format: Name, Professor of... (if applicable), Department name, University/Organisation name, Country e.g. Joe Bloggs, Professor of Marketing, Department of Marketing and Management, University of Townsville, UK

	ORCID identification numbers for all authors if used/applicable/desired - please attach separately	
Email addresses for author(s): If multiple authors, please indicate which author will be the main point of contact for manuscript queries		
Man	uscript Files	
	Chapters submitted in separate files not one composite file	
	All chapters (and files) numbered using Arabic numerals (e.g. 1,2,3)	
	Chapter titles on the table of contents are correct and match the chapter title pages If there are any discrepancies between the TOC and chapters, we will use the version on the TOC	
	PDF and Word versions of chapters containing maths or unusual characters e.g. Chinese letters, to ensure that these characters have not been corrupted. Specify which chapters:	
Mat	erial Submitted Checklist	
Щ	Table of Contents page (showing part titles if applicable and chapter titles)	
Щ	List of figures (if more than 5 and fewer than 20)	
	List of tables (if more than 5 and fewer than 20)	
Щ	List of boxes (if more than 5 and fewer than 20)	
	All chapters submitted	
	References/Bibliography	
	Abstracts and keywords for all chapters (including Introduction and Conclusion) supplied in a separate file. These will not appear in the printed copy of your book and are not included in the word count, but are used to ensure that your book appears prominently in search engine results and citation indexes	

Tick	Tick box below if included, strike-through if not applicable					
	List of abbreviations		Introduction			
	Foreword		Conclusion			
	Preface		Appendices			
	Acknowledgements		A list of any spelling, reference or style			
	Dedication	ш	conventions used			
Сор	yright and Self-plagiarism					
	Please confirm you have sought and received permission, and made suitable acknowledgements where needed, for all material that is not original to this work, including your own previous published work. If the works is to be published Open Access, you must also request permission for this use. Refer to Copyright and other legal issues: Your essential guide					
GDF	PR					
	Please confirm that, where relevant, you have sought and received permission to publish photographs and personal data of individuals from any and all subjects that appear in the manuscript This ensures that your work complies with strict UK and EU data regulations					
	ase do not embed/copy/paste these in the Word files as this reduces the file size and quality; we not be able to print them Tick if any chapters include figures/graphs/maps/photographs Tick to confirm that all of the above are supplied in separate file(s) and numbered					
	consecutively by chapter (i.e. Figure 1.1,		•			
	Tick to confirm the above are supplied in	Tick to confirm the above are supplied in their original source files (e.g. Excel, PDF, EPS, PNG)				
	Tick to confirm that you have indicated where these are to appear in the chapter along with the title, number and caption					
	Tick to confirm that all figures, graphs, maps and photographs have been supplied in high resolution (at least 300dpi)					
	Tick to confirm that any photographs do not include recognisable faces of any person/persons					
A	cceptable formats for figures	Una	acceptable formats for figures			
EF PI Ex JP	gh-resolution PDF PS NG Iccel IEG ustrator	Figu Wo Low Any	eenshots ures that have been copied and pasted into a rd file v-resolution PDF v figures that are of poor quality or contain gible text or labelling			

Tables and Boxes Screenshots or images of tables/boxes that cannot be edited or manipulated will not be suitable for printing				
	Tick if any chapters include tables/boxes			
	Tick to confirm these are set within the text where they are to appear, with a caption/title and numbered consecutively by chapter (i.e. Table 1.1, Table 1.2, Table 2.1)			
	Tick to confirm that the tables/boxes are amendable and that all text can be edited			
	PLEASE NOTE:			
Figu	res, maps, graphs, photographs, tables or boxes that do not meet our requirements will be			
	removed if alternatives cannot be supplied			
For fur	ther information please refer to the <u>Author Hub</u> , or consult us prior to submitting your manuscript			
Index	If you are preparing the index yourself, please confirm that you have used the indexing tool in Word and provided the index files.			

Description of Your Book

This will appear on the book cover, in catalogues, on our <u>website</u> and <u>ElgarOnline</u>. It is crucial that we get this written in good time and that we receive sufficient material to prepare an engaging, clear, and concise description. Please include your answers to the queries below and we will send the description on to you for your approval.

• In no more than 150 words, please describe the book in non-technical layman's terms including brief details of the book's main objectives and conclusions:

 If you were researching in this general topic, which 6 keywords would you use to find books and articles of interest in Google?:
Special features of the book in 5 or 6 bullet points:
 In order of importance, what is the prime potential readership for your book and the reasons for their interest:
Endorsement Quotes We are keen to promote your book to the best of our ability and would like to source supportive endorsement quotes to help with this. Please supply the names of three or four eminent figures in the field (with ideally as least one based in the US) who we can approach

Submission

You can submit your manuscript files to your commissioning editor either via email or Dropbox.

Once you have shared the manuscript with us, please do not make any further changes to the Dropbox files, as once we have downloaded the files we will not look at this again.

