it is important that your chapter and any supplementary material is submitted correctly and in a timely manner to your book editor, to ensure that there are no unexpected delays to the publication process. don't worry – we have plenty of information to help you on our author hub!

once the complete manuscript has been submitted to us for publication, it will undergo a preliminary check by a member of our editorial team, who will liaise with your book editor. if there are any queries on your work, your book editor will contact you.

we want to publish your work promptly, so we have outlined some of the most common obstacles that we encounter that can cause delays to the publication process.

low-quality figures, graphs, maps and photographs

before including a figure in your chapter, take a moment to check its quality. does it look grainy or blurry? if it features text, is the text large enough to read clearly? can you understand any colour coding when it is printed in black and white?

bear in mind that the figure will likely be smaller in print than it appears on your computer screen, so very fine details may not be clear to the reader. in addition, it is essential that figures are saved as separate files (such as a PNG, JPEG or PDF) and not embedded in the text of your chapter.

it is not possible for us to improve the appearance of low-quality figures, so it is crucial that any figures you include are sharp, clear and legible. please see the 'figures, graphs, maps and photographs' tab on the author hub for more information.

copyright and other legal issues

if you are including any material that has been published previously, such as figures, graphs and tables, you should secure permission from the original publisher before submitting your chapter.

if you do not have permission, you will be infringing on the publisher's and the author's copyright.

you can find more details regarding copyright on our author hub:


missing contributor information and metadata

in the excitement of submitting your chapter, it's easy to forget about the smaller details. these are crucial to our promoting your contribution, its discoverability and making sure your chapter is properly indexed on Google Scholar. so don't forget to send these to your book editor with your chapter:

- your affiliation or brief biography, to include in the front matter of the book
- an abstract of up to 150 words and a list of up to 6 keywords
- your ORCID numbers (only if you use them!)

we recommend passing these on in a separate email or document to your book editor, so that they don’t interfere with the chapter material.

maths

there are a number of different ways to introduce maths into your chapter file, but some ways are much better than others. please embed any maths directly into your chapter, using MathType or a Word Equation software.

working with 'plain text' softwares, such as LaTeX, can cause problems for our production department and lead to delays in the publishing process, so please avoid using these.

remember to distinguish carefully between superior and subscript characters and use italic type for any characters to be set in italic. equations should also be numbered consecutively within chapters.

we are excited to begin work on your contribution. in the meantime, we strongly encourage you to visit the contributors page on the author hub for a more detailed overview

https://www.e-elgar.com/additional-info-for-contributors/