



Submission Checklist - Authored Manuscripts

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Title:

This is the full and final version of all the manuscript files - *we cannot begin work until all material is received*

Word count is within the agreed contracted length

Author Information

Author name(s) as it/they are to appear in the book and all promotional material
(*please use a separate Word file if more space required*):

Affiliation(s):

ORCID identification numbers for all authors <https://orcid.org> if used/applicable/desired -
please attach separately

Indicate preferred main contact for the project and their email address:

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Manuscript 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:

Material Submitted Checklist

Table of Contents page - (showing part titles if applicable and chapter titles – no subheadings)

List of figures (if more than 5 and fewer than 20)

List of tables (if more than 5 and fewer than 20)

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*

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 conventions used

Dedication

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Figures, Tables, Maps, Boxes, Photographs

Refer to the Author Guidelines for further information on labelling, resolution, colour etc.

Figures, graphs, maps, etc. numbered consecutively and supplied in separate files, indicating where they are to appear in the text, as well as caption/title supplied

Tables and boxes set within the text approximately where they are to appear, with a caption/title and numbered consecutively within each chapter

Index

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Submission

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