

Submission Checklist for Subsequent Editions

Is this the full and final version of all the manuscript files? *We cannot begin work until all material is received.*

Which chapters are completely *new* material?

Which chapters are from the previous edition and are heavily revised?

Which chapters from the previous edition are being reused and have *no changes*?

Which chapters from the previous edition are being reused and only have a few changes?

Are there any new figures, tables, boxes? If so, please list them here:

Which figures, tables, boxes etc are being reused from the previous edition?

Is the list of contributors updated in line with the new contents and contributors?

Have you provided us with your own and any contributors' ORCID numbers?

Confirm that the contributors are aware their chapters will be included and will be submitted shortly to us.

Please confirm that all copyright permissions are cleared. (Check that any contributors have cleared copyright permissions for any material that is not original to their chapter. This would include: extracts from published works, photographs, illustrations, graphs, tables, charts, maps and any other figures.)

Have you supplied us with abstracts and 6 key words/phrases for the book at a chapter level?

If the appearance of the cover is important to you, have you included your ideas for the cover design?

Please describe the book in non-technical layman's terms (in no more than 150 words). Include brief details of the book's main objectives and conclusions. Include elements that distinguish it from any existing books in the same subject area. This should be written as if coming from the publisher. (The blurb will appear on the book cover, in catalogues, on our website and Elgaronline. It is also a vital part of the meta-data sent out ahead of publication. It is therefore crucial that we get this written in good time. While we do have the description for the previous edition, it would be very helpful to have your answers to the questions below, when you submit the final manuscript files.)

Please list, in 5 or 6 bullet points, the special features of the book highlighting new material, important additions, revisions and updated material.

In certain circumstances we may have to describe your book in a few words. Please write a short statement that aptly describes your book's scope and theme.

If you were researching in this general topic, which 6 keywords would you use to find books and articles of interest in Google?

Please list, in order of importance, the prime potential readership for your book and the reasons for their interest.