

Submission Checklist - Practitioner 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

- These files represent the full and final version of each chapter - *we cannot begin work until all material, in its final version, is received by us*
- Total word count (including notes, front matter, figures and tables) is within the agreed contracted length Chapters submitted in separate files not one composite file
- All chapters (and files) numbered using Arabic numerals (e.g. 1,2,3...)

Author/Editor Information

Editor 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) 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 use a separate Word file if more space required*):

Email addresses for all authors/editors:

If multiple authors/editors, please indicate the main point of contact for manuscript queries

Contributor Information (for multi-authored books)

- Contributors are aware the manuscript has been submitted and they have granted consent to publish
- Contributors have confirmed these are the full and final version of all their chapters
EEP cannot begin work until all material is received
- Chapter titles and subtitles on the Table of Contents are correct and match the titles within the chapters
If not, please amend the ToC (or chapter title page) prior to submission to us
- Contributor names on the Table of Contents match the List of Contributors and chapter title pages. *If not, please check with the contributor and amend the ToC (or chapter title page) prior to submission to us*
- Any contributor ORCID numbers supplied in a Word file
- Signed copies of the Contributor Agreement stored for each contributor (there is no need to send us copies)

Material Submitted Checklist

- Simple Table of Contents (showing part titles, if applicable, and chapter titles)
- Extended Table of Contents with up to 3 levels of subheading
- Mini Table of Contents for each chapter
- List of contributors with affiliations (multi-authored books)
- All chapters submitted
- Abstracts for each chapter
These form key metadata and are essential to ensure your book appears prominently in search engine results and citation indexes. Combine these together in one file labeled 'Abstracts' and do not include in chapters. These will not appear in the printed copy of your book and are not included in the word count
- 6 keywords/recognized phrases for each chapter
Please do be as specific as possible. e.g. for a book titled 'Social Construction of Law: Potential and Limits' this could be: Conceptual analysis; naturalized jurisprudence; normativity; social construction of law; social constructionism and legal theory and for a Handbook titled 'Handbook of Megacities and Megacity-regions' this could be: Megacity-regions; Urbanization; Governance; urban Infrastructure; urban Sustainability; Urban environments; Climate change and cities
- Separated lists of figures, tables and boxes (if more than 5 and fewer than 20)
- All chapters broken into paragraphs and numbered sequentially starting anew each chapter (i.e., 1.01, 1.02, 1.03 etc for Ch1; 2.01, 2.02 etc for Ch2)
- Hierarchical heading system used (not numbering to avoid confusion with paragraph numbering)
- Lists of cases and legislation (if you are responsible for preparing these, please refer to your contract)

Tick box below if included, strike-through if not applicable

- | | |
|--|--|
| <input type="checkbox"/> List of abbreviations | <input type="checkbox"/> Introduction |
| <input type="checkbox"/> Foreword | <input type="checkbox"/> Conclusion |
| <input type="checkbox"/> Preface | <input type="checkbox"/> Appendices |
| <input type="checkbox"/> Acknowledgements | <input type="checkbox"/> A list of any spelling, reference or style conventions used |
| <input type="checkbox"/> Dedication | |

Copyright and Self-plagiarism (multi-authored books)

- All contributors have confirmed they have sought and received permission, and made suitable acknowledgements where needed, for all material that is not original to this work, including the contributors and your own previously published work. If the work is to be published Open Access, you must also request permission for this use.

Refer to [Copyright and other legal issues: Your essential guide](#)

GDPR 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.

Figures, Graphs, Maps, Photographs

Please do not embed/copy/paste these in the Word files as this reduces the file size and quality; we will 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, Figure 1.2, Figure 1.3)
- 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

Acceptable formats for figures	Unacceptable formats for figures
High-resolution PDF Figures assembled in Word EPS PNG JPEG Illustrator	Low-resolution PDF Figures that have been copied and pasted into a Screenshots Word file Any figures that are of poor quality or contain illegible 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:

Figures, maps, graphs, photographs, tables or boxes that do not meet our requirements will be removed if alternatives cannot be supplied

For further information please refer to the [Author Hub](#), 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 file

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 at 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.