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Chapters submitted in separate files not one composite file

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Material Submitted Checklist

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

List of contributors

All chapters submitted

Abstracts for each chapter

6 keywords/recognized phrases for each chapter

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)

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:

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List of abbreviations

Introduction

Foreword

Conclusion

Preface

Appendices

Acknowledgements

A list of any spelling, reference or style conventions used

Dedication

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Index

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Submission

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