## Submission Checklist - Practitioner Manuscripts

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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*

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Chapters submitted in separate files not one composite file

All chapters (and files) numbered using Arabic numerals (e.g. 1,2,3…)

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**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

6 keywords/recognized phrases for each chapter

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**

| | |
|---|---|
| List of abbreviations | Introduction |
| Foreword | Conclusion |
| Preface | Appendices |
| Acknowledgements | A list of any spelling, reference or style conventions used |
| Dedication | |

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**Submission**

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Submission

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Preliminary checks completed

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Manuscript assessment and allocation to a Desk Editor

↓

Manuscript files copy edited

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Typesetting

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Proof stage

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Final amendments made and text sent to print

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