

## Manuscript submission checklist

Please complete this checklist prior to submitting your files and include with your manuscript submission:

- Is this the full and final version of all the manuscript files? We cannot begin work until all material is received.
- Have you supplied a PDF as well as Word version of any chapters that contain maths or unusual characters e.g. Chinese letters.
- Is each chapter saved in separate files using the 'save as' function to save the most recent version of each file? Label individual chapter files with the following file names: 00-prelims, 01-chapter 1, 02-chapter 2, etc. If you split your prelims into separate files please name: 00a-prelims, 00b-TOC, 00c-figures list, etc. so that the files appear in the correct order.
- Do chapter titles match those on the table of contents? Number all chapters on the table of contents and in the manuscript files.
- Have you supplied us with abstracts and 6 key words/phrases for the book at a chapter level?
- If the book is edited, have you included a 'List of contributors'? Is it alphabetically ordered with either a brief affiliation or a short biographical paragraph for each author? Follow one style or the other.
- Are all figures, tables, maps, photographs and boxes present? They should be clear, sharp and legible in black and white only. Include lists of these if there are more than 5 and less than 20 of each. With the exception of photographs and tables, please do not embed them in the text but save as separate files.
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- Have you included a list of any spelling, reference or style conventions used?
- Have you included a table of contents, all chapters, references, bibliography, appendices, preface, foreword and afterword, where applicable?
- If the appearance of the cover is important to you, have you included your ideas for the cover design?

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## The description of your book

Have you included a description of your book? 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. Please include your answers to the questions below when you submit the final manuscript files. We will then prepare the description and send on to you for your approval.

- 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. This should be written as if coming from the publisher.
- 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.
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