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Submission Checklist

Text

- Have you included all contact information for yourself and any contributors? Note that contact information includes street address, email address, telephone number and current affiliation.
- Have you included all necessary front matter material, including
 - Title page, with full title, subtitle and author names and affiliations as you wish them to appear on the book
 - Preface (if included)
 - Table of contents, full
 - Author or editor biographies, including photographs
 - List of contributors (if an edited collection)
 - Dedication (if included)
 - Acknowledgements (if included)
 - Other eg foreword etc. (if included)
- Have you supplied an abstract for each chapter?
- Have you provided one source file per chapter that includes all text, tables, references and figure captions? Suitable file formats include MS Word or L^AT_EX
- Are the references included at the chapter level, and not as one list at the end of the book?
- Are the chapter files named correctly and consistently, for example ch01.docx?
- Have you included PDF version of the manuscript (both text and art), ideally with all fonts included?
- Is there a reference call within the text for every figure and table?
- Is there a figure number and caption for every figure?
- Is there a number and caption for every table?

Artwork

- Is each and every figure in the chapter saved as its own separate file?
- Have you saved and named these figure files according to figure number?
- Are the illustrations saved at the correct resolution and size?
- Are the figures saved in the correct format? (We prefer EPS, PDF, WMF, TIFF, GIF, JPEG or BMP).
- Are any video clips or animated figures saved in an acceptable file format? (We prefer MPEG, QuickTime, Windows AVI or Animated GIF).
- Are any video clips or animated figures saved at a suitable resolution and size?
- Have you included a representative frame from your movie or animation that included in the manuscript as a figure?

Permissions

- Have you completed a Permissions Clearance Form for each chapter, and included it with the manuscript?
- Have you sought and been granted the appropriate permission to use any material owned by a third party?
- Have you included copies of these permissions?
- Have you appropriately cited any material that is not original?

Other

- Have you returned your Marketing Author Questionnaire? If not please return this ASAP.
- Have you created, or will you be creating a video abstract for your book?