

Manuscript Submission Checklist

Title page	Title (and subtitle) final	
Authors/Editors	All author/editor names included	
	E-mail address of corresponding author included. The standard procedure is for private e-mail addresses to be used for communication but not published. Professional e-mail addresses will be published. If you do not wish this, please indicate clearly if your private e-mail address should be published or if your professional e-mail address should not be published.	
Front matter	Complete with the following elements: □ Dedication □ Foreword □ Preface □ Acknowledgments □ Table of contents (required) □ List of contributors □ List of abbreviations	
Table of contents	Monographs: first 2 levels of headings appearing in chapters are included	
	Contributed books: chapter titles and author names included	
	Headings correspond to those in the text	
Book structure	Number of parts: Number of chapters:	
	All chapters numbered sequentially throughout the book (or not numbered at all)	
	Chapter sequence and numbering final	
Abstract	Included for each chapter	
Keywords (if applicable)	Included for each chapter	
Text	Heading levels and special text elements consistently styled	
	No heading levels skipped	
References	Reference lists included at the end of each chapter	
	Citations in text agree with reference list	
Figures	All figures are included in the source file (Word or LaTeX) and appear correctly in the pdf. In addition all figures are available as separate files.	
	Consecutively numbered within chapter	
	Consecutively cited in text	
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Tables	Prepared with the table function	
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Index (if applicable)	Included index terms if index is desired	
Electronic manuscript	File folder/zip archive labeled with book title and author name	
	Each chapter saved as a separate file in the original file format	
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