

TAYLOR AND FRANCIS GROUP

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Text

- ☐ Have you provided an exactly matching hardcopy of the double-spaced electronic version of your text?
- ☐ Have you provided the final and complete electronic manuscript on CD or disk?
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- ☐ Have you included all front matter materials, i.e. Dedication (if any), Foreword (if any), Preface, Acknowledgments (if any), List of Contributors (if any), all Author/Editor Biography(ies), Table of Contents?
- ☐ Are the electronic chapter files named correctly and consistently (e.g., by chapter number, such as Chapter1.doc?)
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- ☐ Have you included a biography photograph for each author/editor (optional)?
- ☐ Have you labeled all figures according to chapter and figure number on both the electronic file and hardcopy?
- ☐ Have you provided all figures (including artwork in tables, structures, schemes, and chemical equations) as their own separate file?
- ☐ If a color insert will be included in this book (please discuss with your book editor), have you provided a list of the figures that should be included in a color insert section? If so, have you also included color versions (both hardcopy and electronic) of these figures?
- ☐ If color will not be included in your chapter, have all figures (including photographs, halftones, and screenshots) been saved in grayscale and not RGB or CMYK?
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- ☐ Are the photographic figures or halftones saved at a minimum resolution of 300 dpi and sized to 5 inches in width? Wherever possible, have you provided original photographs?
- ☐ Have all figures been saved in the correct format (i.e. .tif, .psd, .ai, .eps or .PDF files)? Please refer to the artwork submission guidelines for the list of acceptable software.
- ☐ Are line drawings saved in a vector graphics program such as Adobe Illustrator? If not,

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- ☐ Have you provided any suggestions for cover graphic(s) and/or cover design or would you like our cover designers to design one for you?
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Index

- ☐ Will you handle preparation of the index or would you prefer Taylor & Francis to compile this (average rate of \$1.80 per printed page which will be deducted from the author's royalties)?