**Author Submission Checklist – Lean Construction 4.0**

***Manuscript***

The chapter is complete **following the template and all the formatting guidelines** **provided**

The chapter is complete with **no missing material** and all the companion files are the **final** versions

Does your Chapter use correct formatting styles throughout? This is described in the *Template and Guidelines document* (See also Appendix I)

Chapter has been supplied as separate Word file with the appropriate title name and chapter number, and additional files (figures and tables) numbered and named consecutively and consistently (See Appendix II in *Template and Guidelines document*)

Chapter title, author names and affiliation information are **provided** and **accurate**

Is your chapter written in clear American English?

No comments or tracked changes have been left in the Word files

Are any headings at the bottom of a page separated from the first paragraph that they head? If so, apply the correct heading style or delete any superfluous carriage return or blank line that may occur between the heading and the paragraph.

Are your measures in metric units? Should you wish to use US or other units, please list their metric equivalent first and the US or other units in parentheses.

Are formulas formatted and referenced as indicated in the *Template and Guidelines document*

Is the formatted chapter 7000 words or less including the reference section?

APA reference style has been used consistently throughout the chapter, DOI number of all references is provided (as much as possible), and all cited references are included in a reference list at the end of the chapter

A summary section has been provided at the beginning of the chapter

Each author has provided an ORCID iD (www.orcid.org)

***Figures and Tables***

All figures and tables have been supplied as **separate** files

Halftone (photo) figures are supplied at a minimum dpi resolution described in the *Template and Guidelines document* (See ‘Figures and Tables’ section)

Line drawings (charts/diagrams) are supplied as editable files in the software in which they were created (i.e. excel), or with a minimum dpi resolution described in the *Template and Guidelines document* (See ‘Figures and Tables’ section)

Each figure is clearly numbered and labelled consecutively

Have you shown the location of each table and figure in the text using “insert table x here” or “insert figure x here”?

Are all figures and tables ‘In line with text’?

Where captions are required, captions are supplied within the chapter files

Are captions on the same pages as the figures and tables they describe? If not, please use the correct style so that they are

***Floating boxes***

All floating boxes for case studies have been supplied as **separate** files

Each floating box is clearly numbered and labelled consecutively

Have you shown the location of each floating box in the text using “insert box x here”?

Are all floating boxes ‘In line with text’?

Where captions are required, captions are supplied within the chapter files

Are captions on the same pages as the floating boxes they describe? If not, please use the correct style so that they are

***Permissions and agreement***

All necessary permissions from third parties to reproduce copyright material (figures and/or tables) have been obtained and correspondence with the copyright holders is enclosed

The Permissions Declaration Form has been signed and returned to the editors in advance

Contributor Agreement between contributors of chapters and Taylor and Francis has been signed by the lead author of the chapter and sent back to the editors in advance

***Please note that manuscripts cannot enter the production process until all permissions have been received. We do not recommend the use of third parties’ material in this book. But if contributors see the need to use it, please contributors should start liaising with the copyright holders and discuss with the editors about it well in advance submission deadline.***