

# Submission Checklist

## *In Brief*



## Submission checklist (in brief)

This document is a guide to what you will need to submit to us once your typescript is ready. **Please note, production cannot start until these items are finalised.**

If you'd like more guidance on each item, please refer to the detailed submission checklist.

Asterisked items only apply to some projects – please clarify with your Content Manager if you are uncertain about what to provide.

### For authors writing in Word:

	Done?
Word file of your final typescript	
**Image/figure files	
**Index	
Illustration Checklist	
Marketing Questionnaire	
Chapter Keywords and Abstracts spreadsheet	
**Caption document	
**Contributor list	
**Suggestions for cover image	
**PDF file of manuscript	

For authors writing in LaTeX:

	Done?
LaTeX files of your final typescript	
PDF file of your typescript	
**Index	
**Image/figure files for any images that are not embedded in the code	
Illustration Checklist	
Marketing Questionnaire	
Chapter Keywords and Abstracts spreadsheet	
**Contributor list	
**Suggestions for cover image	

 [authorhub@cambridge.org](mailto:authorhub@cambridge.org)

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