

Submission Checklist - Textbooks

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Book title

- This is the full and final version of all the manuscript files - *we cannot begin work until all material is received*
- Total word count (including notes, front matter, figures and tables) is within the agreed contracted length

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Indicate preferred main contact for the project and their email address:

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- Contributors are aware the manuscript has been submitted and they have granted consent to publish
- Contributors have confirmed these are the full and final version of all their chapters
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- Chapter titles on the Table of Contents are correct and match the chapter title pages
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- Chapters submitted in separate files not one composite file
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If there are any discrepancies between the TOC and chapters, we will use the version on the TOC
- PDF and Word versions of chapters containing maths or unusual characters (e.g. Chinese letters) to ensure that these characters have not been corrupted
Specify which chapters:

Material Submitted Checklist

- Table of Contents (showing part titles if applicable and chapter titles – no subheadings)
- List of figures (if more than 5 and fewer than 20)
- List of tables (if more than 5 and fewer than 20)
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- References/Bibliography
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|------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> List of abbreviations | <input type="checkbox"/> Introduction |
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