

## **MANUSCRIPT SUBMISSION CHECKLIST**

Litle 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	
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Front matter	Complete with the following elements:	
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	□ Preface □ Acknowledgments	
	□ Table of contents (required) □ List of contributors (with details)	
Table of contents	Monographs: first 2 levels of headings appearing in chapters are included	
Table of contents	Contributed books: chapter titles and author names included	
	Headings correspond to those in the text	
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Book structure	Number of Sections:	
	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	
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Text	Heading levels and special text elements consistently styled	
	No heading levels skipped	
References	Reference lists included at the end of each chapter	
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	Consecutively numbered within chapter	
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Index (if applicable)	Included index terms if index is desired	
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