



Submission Checklist Form – Subsequent Editions

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These files represent the full and final version of each chapter. *We cannot begin work until all material, in its final version, is received by us*

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Fresh Word files have been provided for chapters which are new or heavily revised (approximately over 60% new content)

All chapters submitted in separate files and not in one composite file, and numbered using Arabic numerals (e.g. 1,2,3...)

Total word count (including notes, references, front matter and figures) is within the agreed contracted length

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Separated lists of figures, tables and boxes (if more than 5 and fewer than 20)

Tick box below if included, strike-through if not applicable:

List of abbreviations

Introduction

Foreword

Conclusion

Preface

Dedication

Acknowledgements

Afterword

Appendices

A list of any spelling, reference or style conventions used

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