**Chapter Submission Checklist**

**TO COMPLETE AND RETURN WITH CHAPTER**

**BOOK TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHAPTER TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AUTHOR NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PLEASE CONFIRM THAT YOUR CHAPTER MEETS ALL OUR CRITERIA FOR SUBMISSION BY TICKING ALL THE BOXES AND RETURNING THIS FORM ELECTRONICALLY WITH YOUR CHAPTER. ANY THAT DO NOT COMPLY WILL NOT BE ACCEPTED.

□ All chapter documentation is supplied electronically and is complete.

□ The chapter text is in **Microsoft Word** and **Double-Spaced.**

**The chapter includes**

□ A separate 50-200 word **abstract**

□ A **Title Page** (chapter title, Author List, Address and email address for the corresponding author)

□ If any contact details are provided that are not to be printed (e.g. private addresses) this must be clearly indicated

□ The level of each heading is indicated in the text using Arabic numerals and a double-numbering system [i.e. main headings = (X.1), sub-headings = (X.1.1), sub-sub-headings = (X.1.1.1) where X is your chapter number]

□ **References** are included and in the required format

□ All equations, figures, tables etc are numbered consecutively in Arabic numerals and are double-numbered

□ All equations are supplied as **Mathtype** files and are numbered consecutively in Arabic numerals and are double-numbered

□ All figures, tables and captions are supplied as separate files and referenced in the text

□ Copies of letters of permission for photographs, figures and other artwork, as well as textual material that requires permission are enclosed