

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

PLEASE CONFIRM THAT YOUR MANUSCRIPT MEETS ALL OUR CRITERIA FOR SUBMISSION BY TICKING ALL THE BOXES. MANUSCRIPTS THAT DO NOT COMPLY WILL NOT BE ACCEPTED.

- The MS is complete.
- All the text has been supplied in Word only and not as *e.g.* a PDF.
- All illustrations and tables are included. A list of each should be supplied.
- The Preface is included.
- The main Contents List is included, containing all headings and sub-headings. There should not be a list at the start of each chapter.
- Both a hard copy and an electronic copy of the MS are included.
- An Abstract has been provided separately for each chapter.
- The MS is 1.5 or double-spaced.
- The MS is printed out on one side only of A4-sized paper.
- 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 the chapter number].
- All equations are numbered consecutively in Arabic numerals and are double-numbered.
- All figures, tables and captions are supplied as separate files and signalled by a reference in the text. They must be double-numbered.
- The printout of each figure is clearly numbered.
- All illustrations must be in colour only where previously agreed.
- All illustrations are clear and of adequate resolution (at least 300dpi).
- The figures are in one of the required formats: EPS/TIFF/PDF/DOC/XLS/PPT/JPEG/CDX
- A suggested illustration for the front cover must be included.
- The references are presented consistently, according to the RSC Author Guidelines (see <http://www.rsc.org/Publishing/Books/Pub/guidelines.asp>).
- Copies of letters of permission for photographs, figures and other artwork, as well as textual material that requires permission are enclosed.
- Reference citations in the text must be checked against the references section.
- Each chapter must be saved in a single folder in the electronic copy and each folder named with the chapter number.
- For an edited book, each chapter must have a front sheet detailing the chapter number, title, authors names (in correct order), and a version of their address that is to be printed in the book.
- If any contact details are provided that are not to be printed (e.g. private addresses) this must be clearly indicated.
- For an edited book, a list of all the email addresses of the corresponding authors must be supplied so that they can receive proofs. The editor who will receive and collate the proof corrections must also be indicated.