# Submission checklist

Please contact your Editorial Assistant if you have any questions about this checklist.

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| 1. I have completed the following essential forms and have submitted them alongside my manuscript: |  |
| * [Permissions declaration form](https://tandfbis.s3-us-west-2.amazonaws.com/rt-files/AUTHOR/Guidelines/Permissions%2Bdeclaration%2Bform.docx)
 |  |
| * [Artwork and third-party material permissions log](https://tandfbis.s3-us-west-2.amazonaws.com/rt-files/AUTHOR/Guidelines/Artwork%2Band%2Bthird-party%2Bmaterial%2Bpermissions%2Blog.xlsx)
 |  |
| * Notes for the Copyeditor
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|  |
| 2. I confirm that my manuscript |  |
| * Is within agreed word count or page count
 |  |
| * Contains fewer than or equal to agreed figure allowance
 |  |
| * Is not missing any material (including any optional material intended for inclusion, such as endorsements, preface, etc.)
 |  |
|  |
| * Includes only one final version of each file with no comments or track changes included in text files and no duplicates
 |  |
|  |
| * Has callouts in text that match file names for non-text files (e.g. artwork)
 |  |
| * Has files named clearly and consistently in line with the [Manuscript submission guide](https://tandfbis.s3-us-west-2.amazonaws.com/rt-files/AUTHOR/Guidelines/Manuscript%2Bsubmission%2Bguide.pdf)
 |  |
|  |
| 3. I confirm that my chapters: |  |
| * Have one file each (including introduction/conclusion, part intros and text appendices)
 |  |
|  |
| * All contain the following essential components:
 |  |
| * + Chapter title
 |  |
| * + Accurate author name(s) and ORCID iD(s)
 |  |
| * + Callouts and captions for illustrative components
 |  |
| * + Abstract
 |  |
| * + Bibliography or reference list (containing all references cited)
 |  |
|  |
| 4. I confirm that my front (and end) matter contains the following essential components:  |  |
| * Title
 |  |
| * Subtitle
 |  |
| * Author/Editor name(s) and ORCID iD(s)
 |  |
| * Table of contents (that matches chapter titles (and chapter author names) exactly
 |  |
|  |
| 5. I confirm that all my artwork is of suitable quality and size as detailed in the Manuscript preparation guide, and all figures and images include alt text. |  |
|  |
| 6. I have discussed my cover design with my Editorial Assistant and have selected an appropriate template and/or submitted an image of suitable size and quality along with permission to use it on my cover from the rightsholder and any identifiable persons in the image |  |
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| 7. I have confirmed with my Editorial Assistant who will be compiling my index and who will be responsible for bearing the costs (currently around $6 per 1000 words) in line with the options outlined in my publishing agreement. |  |
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| 8. I have informed my Editorial Assistant of any planned absence or periods of unavailability during the next few months |  |
|  |
| 9. I have read the information provided in the publishing guidelines concerning diversity, equity and inclusion and have prepared my manuscript in line with T&F’s editorial values of diversity, equity, and inclusion |  |
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| 10. I have included below a description of my book of no more than 200 words, summarising the book’s features, who the book’s readers will be, and how the book will benefit the readers. I understand that my Editorial Assistant will use some, or all, of the below to compose the final blurb for my book according to T&F’s blurb strategy and that I may be asked to clarify or fact check |  |
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