Author Submission Checklist

**Manuscript**

- The manuscript is complete with no missing material and all files are the final versions
- Chapters have been supplied as separate Word files and numbered and named consecutively and consistently
- Chapter titles and author names exactly match the supplied table of contents
- No comments or tracked changes have been left in the Word files
- A reference style has been used consistently throughout all chapters and all cited references are included in a bibliography/reference list
- An abstract has been provided for each chapter
- Each author has provided an ORCID iD ([www.orcid.org](http://www.orcid.org))
- The following font matter and end matter is supplied where required:
  - Title page (mandatory)
  - Dedication
  - Table of contents (mandatory)
  - List of figures/tables/images
  - Author/editor biographies
  - Contributor biographies
  - Foreword
  - Preface
  - Acknowledgements
  - Appendices

**Figures and Tables**

- All figures have been supplied as separate files (tables can remain within the chapter files)
- Halftone (photo) figures are supplied at a minimum width of 1500 pixels
- Line drawings (charts/diagrams) are supplied as editable files in the software in which they were created (i.e. excel), or with a minimum width of 6000 pixels
- Each figure is clearly numbered and labelled consecutively
- Callouts are provided indicating where figures should be inserted
- Where captions are required, captions are supplied within the chapter files

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