



Submission Checklist Form – Authored

Please return this with your manuscript files. Your full answers here will ensure an efficient and faster transition to our production department.

Please add text to this PDF form and tick the checkboxes as required

Book title

Author name(s) and affiliation(s) to appear in the book and all promotional material

For affiliations, our house style is the following format: Name, Professor of... (if applicable), Department name, University/Organisation name, Country e.g. Joe Bloggs, Professor of Marketing, Department of Marketing and Management, University of Townsville, UK

Preferred postal address(es) for all authors

Preferred email address(es) for all authors

If multiple authors, please indicate which author will be the main point of contact for queries

Copyright and Self-plagiarism

Please tick to confirm you have sought and received permission, and made suitable acknowledgements where needed, for all material that is not original to this work, including your own previous published work. If the work is to be published Open Access, you must also request permission for this use. Refer to [Copyright and other legal issues: Your essential guide](#).

GDPR

Please tick to confirm that, where relevant, you have sought and received permission to publish photographs and personal data of individuals from any and all subjects that appear in the manuscript. This ensures that your work complies with strict UK and EU data regulations.

Libel

Please tick to confirm that your manuscript does not contain any libellous, defamatory or injurious statements or implications about living persons, companies, institutions or other organizations that could result in libel claims or be the cause of litigation.

AI Generated Content

Please tick if you have included AI generated content. More information on our policies on this can be found [here](#).

If yes, please specify what AI generated content has been used and where:

Metadata

Abstracts, keywords and ORCID numbers form key metadata and are essential to ensure your book appears prominently in search engine results and citation indexes. These will not appear in the printed copy of your book and are not included in the word count. Please see our Author Hub for more information on the importance of metadata, and how to submit it to us.

Please tick to confirm that chapter specific abstracts (no more than 150 words) and six keywords/terms have been supplied at the head of every chapter file underneath its chapter title (including introductions and conclusions)

Please tick to confirm that the chapter author(s) name(s) and ORCID number(s) have been supplied at the head of the relevant chapter files underneath the chapter number and title

LaTeX

Please tick if you have used LaTeX to create any of your chapters. More information on our policies relating to LaTeX can be found on our [Author Hub](#). Please specify which chapters:

Material Submitted Checklist

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*

Total word count is within the contracted and agreed length which is outlined on the first page of your contract. *The length includes notes, references, preliminary pages and figures (+500 words per figure/illustration)*

Please tick to confirm that the list of references appears at the end of your book. Please see [here](#) for more information as to why this is important.

All chapters submitted

Chapters submitted in separate files and not in one composite file

All chapters (and files) numbered using Arabic numerals (e.g. 1,2,3...)

Table of Contents (showing part titles, if applicable, and chapter titles)

List of figures (if more than 5 and fewer than 20)

List of tables (if more than 5 and fewer than 20)

List of 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

A list of any spelling, reference or style conventions used

Maths and non-Roman characters

Please tick if any of your chapters contain maths.

Please tick to confirm that the maths has been input correctly according to our house style here on our [Author Hub](#). It is vital to do this, given that we are not able to make changes for you.

Please tick to confirm that PDF and Word versions have been provided of chapters containing maths or non-Roman characters e.g. Chinese letters, to ensure that these characters have not been corrupted. Please specify which chapters:

Tables and Boxes

Screenshots or images of tables/boxes that cannot be edited or manipulated will not be suitable for printing. For further information please refer to our [Author Hub](#), or consult us prior to submitting your manuscript.

Please tick if any chapters include tables/boxes

Please tick to confirm these are set within the text where they are to appear, with a title, number, source, caption (if required) and numbered consecutively by chapter (i.e. Table 1.1, Table 1.2 etc)

Please tick to confirm that the tables are created as amendable tables in Word and that all text can be edited

Figures, Graphs, Maps and Photographs

Please do not embed/copy/paste these in the Word files as this reduces the file size and quality; we will not be able to print them. For further information please refer to our [Author Hub](#), or consult us prior to submitting your manuscript.

Please tick if any chapters include figures/graphs/maps/photographs

Please tick to confirm that all of the above are supplied in their original source files (e.g. Excel, PDF, EPS, PNG, JPEG, PowerPoint)

Please tick to confirm that all of the above are numbered consecutively across each chapter (e.g. Figure 1.1, Figure 1.2 etc)

Please tick to confirm that you have indicated where these are to appear in the chapter along with the title, number, source and any caption

Please tick to confirm that all figures, graphs, maps and photographs have been supplied in high resolution

PLEASE NOTE:

Figures, maps, graphs, photographs, tables or boxes that do not meet our requirements will be removed if alternatives cannot be supplied.

Accessibility

Under the European Accessibility Act (EAA), we cannot sell the eBook edition of your book in the EU if it does not meet accessibility requirements. Our accessibility guidelines can be found [here](#) on our Author Hub.

Please tick to confirm that your manuscript follows the requirements for all elements as outlined [here](#) on our Author Hub.

Please tick to confirm that you have provided alt text for all images, and summaries for any complex tables, in a single separate Word file, clearly indicating the figure or table number and caption that the alt text belongs to (i.e. Figure 1.1, Table 3.2 etc.). *A template for this can be downloaded from our Author Hub in the [Figures section](#).*

Please tick to confirm that the tables do not include any merged, split or empty cells and adhere to the guidelines provided [here](#), ensuring compatibility with screen reading software. This is crucial for compliance with the European Accessibility Act, allowing the book to be sold in the EU market.

Description of your book

This will appear on the book cover, in catalogues, on our [website](#) and [ElgarOnline](#). It is crucial that we get this written in good time and that we receive sufficient material to prepare an engaging, clear, and concise description. Please include your answers to the queries below and we will send the description on to you for your approval.

In no more than 150 words, please describe the book in non-technical layman's terms including brief details of the book's main objectives and conclusions:

If you were researching in this general topic, which 6 keywords would you use to find books and articles of interest in Google? Please do be as specific as possible.

E.g. For a book titled Social Construction of Law: Potential and Limits these could be: Conceptual analysis; naturalized jurisprudence; normativity; legal system; social constructionism and legal theory. For a Handbook titled Handbook of Megacities and Megacity-regions these could be: urbanization; governance; urban infrastructure; urban sustainability; urban environments and climate change and cities.

Special features of the book in 5 or 6 bullet points:

In order of importance, what is the prime potential readership for your book, including subject areas and disciplines, and the reasons for their interest:

Endorsement Quotes

We are keen to promote your book to the best of our ability and would like to source a number of supportive endorsement quotes to help with this. Please could you supply the names (and email addresses) of three or four eminent figures in the field who I could approach in this way, ideally representing the diversity and international range of the subject and, if possible, with at least one based in the US? In return, they will receive a complimentary digital copy of the book.

Submission

You can submit your manuscript files to your commissioning editor via email or via Dropbox, Google Drive or other sharing tools.

Once you have shared the manuscript with us, please do not make any further changes to any files in a shared folder, as once we have downloaded the files, we will not look at this again.