Manuscript Submission Checklist

The final checking of the chapter prior to sending it to the publisher. Please consult the Submission Guidelines for author for further details of any item.

IT HAS TO BE ENSURED THAT ANY BOOK COMING TO US FOR EDITING HAS BEEN PROPERLY REVIEWED FOR CONTENT AND RELEVANCE

Ensure that the following items are present in each chapter:

1. Title of the Chapter

2. Authors' affiliation addresses (including department/school, university/institution/college, country, etc.), e-mail addresses and telephone number

3. Each chapter should have the headings analyzed and matched with the content list (both should match…in case of a mismatch the heading within the chapter is to be retained and a query raised)

4. Figure analysis……
   o All figures should have captions along with relevant artwork captions
     ▪ Artwork provided should be of good quality
     ▪ All figures should have a source line for permission…if not a query is to be raised
     ▪ Figures should be numbered in sequence (if out of sequence renumbering is required along with a query to the author)
     ▪ Any missing figure needs to be queried for

5. Tables (including title, description, footnotes) analysis
     ▪ Tables should have a caption
     ▪ Tables too should be in sequence
     ▪ Tables should NOT be accepted in picture format
     ▪ A query needs to be raised for missing table content

6. Equation Analysis
   o All equations that are in display format need to numbered chapter wise and sequentially
     ▪ All inline equations do not need numbering

- Equations too are NOT to be accepted in picture format

7. MCQ with answers

8. References

   - All references mentioned in the Reference list should be cited in the text, and vice versa.

9. Manuscript has been 'spell-checked' and 'grammar-checked'

10. Permission has been obtained for use of copyrighted material from other sources

11. The chapters need to be roughly analyzed for language quality….poorly written chapters (or book in case of a monograph) need to be identified

12. Any one chapter is to be sent as a sample to the author after all editing and styling is done

    - Based on the author feedback the changes can be incorporated in other chapters too if required.

13. The entire book should have consistency of style and language across all chapters. For example, if the author prefers to use boxes to highlight text in some chapters he should do so across all chapters. (Any such discrepancy needs to be reported to the author.)

Author biographies: These need to be precise and concise. Biographies with details of academic qualifications, work experience or any other personal information are not allowed. Generally restricted to a paragraph.