

Book Submission Checklist for Authors

General

- ☐ Ensure that you have everything!
- ☐ Cover suggestions and images submitted
- ☐ All permissions are granted

Book Content

- ☐ Front Matter is included
- ☐ Table of contents is provided
- ☐ All authors and contributors to the work are acknowledged
- ☐ Chapters are consistent in structure
- ☐ All permissions are correctly sourced in the text.
- ☐ All Figures cited in the text.
- ☐ All Figures captions included.
- ☐ All Tables cited in the text.
- ☐ All Table captions included.
- ☐ All References cited in text.
- ☐ References complete and to the style

Files

- ☐ Filenames should be clear and short
- ☐ Each item and chapter has a separate file
- ☐ List of filenames provided
- ☐ All Figures files are supplied separately in high resolution
- ☐ Index Keywords supplied (if applicable)
- ☐ All files must be submitted together.
- ☐ File sizes – if too large have IWAP been contacted for an alternative method?