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Manuscript Submission Checklist

Before you submit your manuscript, we ask that you perform the following checks.

- ☐ Check the text for consistency of spelling, punctuation, and capitalization.
- ☐ Check the table of contents against the chapter titles.
- ☐ Note the documentation styles and double-check citations for accuracy.
- ☐ Confirm that reference lists / bibliographies have an entry for each citation and that they do not contain entries for works not cited in the text.
- ☐ Confirm there is a correctly placed callout for each illustration and/or table, and make sure every callout matches the file name of the illustration or table being indicated.
- ☐ Confirm that notes are embedded in text files, using the Microsoft Word Endnote function.
- ☐ Confirm all remaining tracked changes have been resolved and all remaining comments have been removed

The final submission package should contain:

- ☐ One electronic copy of the manuscript text (Word .docx files) with files named correctly.
- ☐ Original artwork. All images should be named in a logical way, e.g., Smith_Fig1.tif, Smith_Fig2.tif, Smith_Fig3a.tif, Smith_Fig3b.tif. If drawings are natively vector (i.e., created in Adobe Illustrator or similar), please send the .eps or .ai file.
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