



Innovative Books Publication

Manuscript Submission Checklist

Title page	Title (and subtitle) final manuscript	<input type="checkbox"/>		
Author/Editors	Author / editor names included	<input type="checkbox"/>		
	E-mail address of corresponding author included. The standard procedure is for private e-mail addresses to be used for communication but not published. Professional e-mail address will be published. If you do not wish this, please indicate clearly if you private e-mail address should be published or if you professional e-mail address should not be published or if your professional e-mail address should be published.	<input type="checkbox"/>		
Front matter	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> Compete with the following elements: <ul style="list-style-type: none"> • Dedication • Foreword • Preface </td> <td style="width: 50%;"> <ul style="list-style-type: none"> • Acknowledgments • Table of contents (required) • List of contributors • List of abbreviations </td> </tr> </table>	Compete with the following elements: <ul style="list-style-type: none"> • Dedication • Foreword • Preface 	<ul style="list-style-type: none"> • Acknowledgments • Table of contents (required) • List of contributors • List of abbreviations 	<input type="checkbox"/>
Compete with the following elements: <ul style="list-style-type: none"> • Dedication • Foreword • Preface 	<ul style="list-style-type: none"> • Acknowledgments • Table of contents (required) • List of contributors • List of abbreviations 			
Table of contents	Monographs: first 2 levels of headings appearing in chapters are included	<input type="checkbox"/>		
	Contributed books: chapter titles and author name included	<input type="checkbox"/>		
	Headings correspond to those in the text	<input type="checkbox"/>		
Abstract	Included for each chapter			
Book structure	Number of parts: Number of chapters:	<input type="checkbox"/>		
	All chapters numbered sequentially throughout the book	<input type="checkbox"/>		
	Final chapter sequence and numbering	<input type="checkbox"/>		
Keywords (if applicable)	Included for each chapter	<input type="checkbox"/>		
Text	Heading levels and special text elements consistently styled	<input type="checkbox"/>		
References	References lists included at the end of each chapter	<input type="checkbox"/>		
	Citations in text agree with reference list	<input type="checkbox"/>		
Figures	All figures are included in the source file (word or LaTeX) and appear correctly in the pdf. In addition all figures are available as separate files.	<input type="checkbox"/>		
	Consecutively numbered within chapter	<input type="checkbox"/>		
	Consecutively cited in text	<input type="checkbox"/>		
	Figure captions included in the text file	<input type="checkbox"/>		
Tables	Prepared with the table function	<input type="checkbox"/>		
	Consecutively numbered within chapter	<input type="checkbox"/>		
	Consecutively cited in text	<input type="checkbox"/>		
Index (if applicable)	Included index terms if index is desired	<input type="checkbox"/>		

Electronic manuscript	File folder/zip archive labeled with book title and author name	<input type="checkbox"/>
	Each chapter saved as a separate file in the original file format	<input type="checkbox"/>
	Graphics saved as a separate files in tif, eps, xls, xlsx, ppt, pptx format	<input type="checkbox"/>
	PDF file with all fonts embedded	<input type="checkbox"/>
Electronic Supplementary Material	Videos or other electronic files which should be attached to a chapter are named clearly and are relatable to the corresponding chapter.	<input type="checkbox"/>
Contributed books	E-mail address and affiliation of the corresponding author of each chapter and email of all co-authors for free access to the e-book to the e-book after publication.	<input type="checkbox"/>
	Consent to publish form obtained for each chapter, also for the Foreword	
Permission	Obtained for all material other works. Unless they can be used without permission under a copyright exception	<input type="checkbox"/>
Funding Information	Information about funding (if applicable) has been inserted in an Acknowledgment section at the end or after the preface (for the book) or at the end of the related chapter.	<input type="checkbox"/>