

Manuscript Submission Checklist

Title page	Title (and subtitle) final	<input type="checkbox"/>
Authors/Editors	All author/editor names included	<input type="checkbox"/>
	e-mail address of corresponding author included	<input type="checkbox"/>
Front matter	Complete with the following elements: <input type="checkbox"/> Dedication <input type="checkbox"/> Foreword <input type="checkbox"/> Preface <input type="checkbox"/> Acknowledgments <input type="checkbox"/> Table of contents (required) <input type="checkbox"/> List of contributors <input type="checkbox"/> List of abbreviations	<input type="checkbox"/>
Table of contents	Monographs: first 2 levels of headings appearing in chapters are included	<input type="checkbox"/>
	Contributed books: chapter titles and author names included	<input type="checkbox"/>
	Headings correspond to those in the text	<input type="checkbox"/>
Book structure	Number of parts: Number of chapters:	<input type="checkbox"/>
	All chapters numbered sequentially throughout the book (or not numbered at all)	<input type="checkbox"/>
	Chapter sequence and numbering final	<input type="checkbox"/>
Abstract	Included for each chapter	<input type="checkbox"/>
Text	Heading levels and special text elements consistently styled	<input type="checkbox"/>
	No heading levels skipped	<input type="checkbox"/>
References	Reference lists included at the end of each chapter	<input type="checkbox"/>
	Citations in text agree with reference list	<input type="checkbox"/>
	Reference list style according to Springer's guidelines	<input type="checkbox"/>
Figures	All figures mentioned in text enclosed, complete, and 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"/>
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 separate files in tif, eps, xls, xlsx, ppt, pptx format	<input type="checkbox"/>
	PDF file with all fonts embedded	<input type="checkbox"/>
Contributed books	E-mail addresses and affiliation included for at least the corresponding author of each chapter	<input type="checkbox"/>
Permissions	Obtained for all material from other works	<input type="checkbox"/>