

TAYLOR AND FRANCIS GROUP Disk Contributor Submission Checklist

(Please include with your final chapter submission)

Text

Have you:

- Provided a hardcopy of the double-spaced electronic version of your chapter?
- Provided an electronic version of the final and complete chapter?
- Provided all contact information for yourself and your co-contributors (if any)? Please indicate current affiliation, street address, email, and phone number.
- clearly indicated the contact contributor for your chapter (if more than one author)
- Signed and completed the Taylor & Francis Contributor Agreement and included this with your chapter submission?
- Named all electronic chapter files correctly and consistently (e.g., by chapter number, such as Chapter1.doc?)
- Removed all artwork from the text and included call-outs as to where each figure should appear?
- (For Latex manuscripts only) Provided PDF files and all original LaTeX source files for all chapters?
- Followed the Chicago Manual of Style, latest edition? Your chapter will be copyedited according to this style, please indicate if your chapter should be copyedited according to another style:

Included all figure and table captions and their appropriate source lines in the text?

Please indicate

The software used to prepare:

- your text: _____
- tables and/or equations _____
- The style of English used in your chapter UK US
(as discussed with the book editor)
- The units of measure used in your chapter: SI Units US units

Illustrative Materials

Have you:

- Provided hardcopy of all figures printed out at 100%?
- Provided all artwork electronically? If artwork is to be scanned, have you provided a quality hardcopy for scanning?
- If desired, included a biography photograph for each author/editor?
- Labeled all figures (on both the electronic file and hardcopy) according to chapter and figure number?
- Provided all figures (including artwork in tables, structures, schemes, and chemical equations) as their own separate file?
- Have all figures (including photographs, halftones, and screenshots) been saved in grayscale and not RGB or CMYK?
- Saved all photographic figures or halftones at a minimum resolution of 300 dpi and sized to 5 inches in width? Wherever

possible, have you provided original photographs?

- Saved all figures in an acceptable format (i.e. .tif, .psd, .ai, .eps or .PDF files)?
- Saved all line drawings in a vector graphics program such as Adobe Illustrator? If not, please indicate which software you used:

Color Figures (if contracted). If so, book editor will determine those chapters that will have figures included on the color insert

- If your book editor has requested color figures for your chapter, have you provided a list of the figures to be included in the color insert section?
- Have you included color CMYK versions (both hardcopy and electronic) of these figures? Please note there will be a noticeable color shift if color files are submitted in RGB color mode.

Permissions

Have you (and any co-contributors, if applicable):

- signed and fully completed the Permission Verification form and included this with your chapter submission?
- appropriately cited all previously published material on both the Permission Verification form and within the text?
- Requested and received all copyright permissions for any previously published material?
- Included all received permission grants and/or copies of your permission requests with your chapter submission?
- Appropriately cited any artwork modified over 40% from the original as 'Modified from (the original source)'?

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