

Author Checklist

PREPARING YOUR MANUSCRIPT

for

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- The full text of your chapter as a Word document
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 - If you are delivering your manuscript as a LaTeX file (not recommended), a PDF of the manuscript must also be provided
- Any figure, image, audio, or video files referenced in your chapter (files provided separately, not within the Word document)
 - The locations of all figure, image, audio or video files must be clearly noted in the manuscript with complete captions, including relevant credit lines/rights information
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 - Video specs: **MP4 files** (AVI, WMV, MOV accepted, but not preferred, and will be converted to MP4); recommended range of 15 seconds to 15 minutes
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