### Preparing your Manuscript: Text

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<th>Dos</th>
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<td>Endnotes/Bibliography should be included at the end of each chapter.</td>
<td>Do not submit footnotes or a master bibliography/notes section for the back matter.</td>
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### The Elements of the Front Matter (Note: the elements in italic are necessary for all books):

#### Half Title Page
Lists the title, editorial description, and short author bios (if edited, then lead editors’ bios)

#### Title Page
Lists the title, subtitle, and edition of the work (if not the first); as well as the name of the authors or editors as they should appear in the published work.

#### Dedication
If desired

#### Table of Contents
List chapter numbers, titles, and authors. If the book is divided into parts, the part numbers and titles should be included as well. Be sure the TOC titles are identical to the chapter titles appearing within the text. Do **not** include page numbers for the chapters in the TOC.

#### List of Tables and Figures
With captions – a list is recommended for all books with ten or more tables/figures.

#### Foreword (or Series Editor Introduction)
Forewords or prefaces are entirely optional, but if required must be submitted with the final manuscript.
Acknowledgments
(In some books only; not essential to include)
As part of the preface or as a separate section

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(This can also be placed in the back matter)
Include names, affiliations, short bios.

Abstracts
Please provide an abstract of 150-200 words for each chapter in the book. This should form part of the relevant chapter.

For further information please refer to the full Author Guidelines document.