

Chapter Submission Checklist for Authors

Please note: LeeAnn Pickrell, our Managing Editor, is *managing* the submissions and assisting the Editors in the preparation of the book. She is available to answer questions or provide clarification. If you would like assistance in the editing, formatting, and preparation of your manuscript, she can provide you with the name of someone you can contact.

This checklist will help you to make sure that you have everything you need to submit your chapter.

Do not email your submission. When you have everything, contact LeeAnn and she will give you a link so you can upload your files.

Your manuscript should include:

_____ Title no longer than 5-6 words

_____ Author/s names - All authors must be properly acknowledged

_____ Abstract. 150 words or less. Important to do this well, as it will interest people in your chapter if they are searching online!

_____ Permissions correctly sourced in the text

_____ Figures/illustrations correctly cited in the text.

_____ Figure captions

_____ References correctly cited as endnotes in text.

_____ Complete Reference/Bibliography list, correctly formatted.

_____ Acknowledgments. You may include a paragraph for people who helped you in some way, read the manuscript for you, etc. Place this after the Reference/bibliography section.

Your submission should include:

_____ Carefully prepared and formatted chapter manuscript in keeping with the *Chicago Manual of Style*. It is recommended you have a copy editor do this for you.

_____ Final copy edited chapter manuscript.

_____ All figure and photo files are supplied in high resolution (at least 300 dpi/inch), 5 x 7 inch minimum, and saved as **tiff for photoshop** not jpeg files.

_____ Any necessary permission forms have been obtained and copies included .

_____ A brief biography with your full name, therapy license, membership status in ISST, academic affiliation if one, location of private practice if one, and website if any.

Example: Jane Smith, RN, ISST-T is an Associate Professor at KeriKeri University in KeriKeri, New Zealand, where she also has a private practice. <http://kerisand.com>

_____ A Word document with index words relevant to your chapter.

_____ A separate document with any suggestions you may have for the book cover or images. (optional)

Preparing your manuscript and additional items for submission:

_____ Create a separate document file for every item - manuscript, copies of permissions, illustrations, index words, etc.

_____ Label each document file with:

- Your name
- Date
- Brief description such as "Text", "Fig. 1", "Index words", etc.
- Example: SMITH.03.15.2018.text.docx

Place each separate Word file, all submission items into **one folder** labeled with your last name and the date. Once you have organized all of these materials into one folder, contact our Managing Editor, LeeAnn Pickrell, for a link where you can upload your submission. After submission LeeAnn will review your submission packet for completeness and contact you to let you know that it is complete or advise you if there are items missing or not properly formatted.