

MANUSCRIPT SUBMISSION CHECKLIST

Please ensure that your manuscript meets all our criteria for publication by ticking the relevant boxes. Manuscripts that do not comply with our criteria will be returned and can be resubmitted for consideration for publication.

Title of Manuscript: _____

No.	Editorial Checklist	/	Remarks
DOCUMENTS			
1	Manuscript Submission Form		
2	Turnitin report (similarity below 20%)		
3	Soft copy		
4	Hard copy		
5	High-resolution photographs, figures, and other artwork are saved in different folders.		
6	Copies of letters of permission for photographs, figures, and other artwork, as well as textual material that requires permission.		
FORMAT MANUSCRIPTS			
1	Written in MS Word format.		
2	A4 size		
3	Times New Roman		
4	Font size 12 pt (Text)		
5	Double spacing		
6	The level of each heading is indicated in the text using Arabic numerals and a double numbering system [i.e. main headings=(X.1), sub-headings=(X.1.1), sub-subheadings=(X.1.1.1) where X is the chapter number].		
7	Figures – 9-10 pt., numbered, captioned and source-included, formatted according to the reference style used in the text.		

8	<i>Tables – 9-10 pt., numbered, captioned and source-include, formatted according to the reference style used in the text.</i>		
9	<i>Page Numbering</i>		
BOOK ANATOMY			
1	<i>Book cover concept (Optional)</i>		
2	<i>Title page</i>		
3	<i>Table of contents</i>		
4	<i>Table of transliteration (if any)</i>		
5	<i>List of figures (if any) style (Sentence case)</i>		
6	<i>List of tables (if any) style (Sentence case)</i>		
7	<i>Foreword (if any)</i>		
8	<i>Preface</i>		
9	<i>Acknowledgements (if any)</i>		
10	<i>Introduction</i>		
11	<i>Abbreviations (if any)</i>		
12	<i>Chapters (Min 6) 1 chapter consists of 20 – 30 pages</i>		
13	<i>Concluding chapter</i>		
14	<i>Glossary (if any)</i>		
15	<i>References</i> - citations in the text have been checked against the reference section. - presented consistently according to the APA 7 th Edition standard reference style (preferred). However, Chicago Style or Vancouver System is acceptable for certain types of publications		
16	<i>List of contributors (if applicable)</i>		
17	<i>Index (compulsory)</i>		
18	<i>Blurb/Summary of the book (200 – 300 words)</i>		

<p>Checked and Submitted by:</p>	<p>Signature</p> <p>Name:</p> <p>Date:</p>
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