

LABELING INSTRUCTIONS

Chapter Folder

You should have received a link to our online portal system, where a folder was created automatically with a “**Book ID**”. Within this folder, please create your individual “**Chapter**” folders (Chapter 1, Chapter 2, Chapter 3 etc.)

Book ID		
Chapter 1	3/17/2021 11:28 AM	File folder
Chapter 2	3/17/2021 11:28 AM	File folder
Chapter 3	3/17/2021 11:28 AM	File folder
Chapter 4	3/17/2021 11:29 AM	File folder
Front Matter	3/17/2021 11:29 AM	File folder

Inside each “**Chapter**” folder should be the following:

- Your main chapter file (in Word or Latex)
- Copyright Transfer Form
- Permission Forms (if applicable)
- Figure Folder (if applicable)

Chapter 1		
Figures	3/17/2021 11:43 AM	File folder
Chapter 1.docx	3/17/2021 11:37 AM	Microsoft Word D...
Copyright Transfer Form.pdf	3/17/2021 11:37 AM	PDF File
Permission Forms.docx	3/17/2021 11:38 AM	Microsoft Word D...

Figure Folder

If you are submitting figures, please place them in the “**Figure**” folder you created and labeling all original figures properly. These labels must match within the text file so we know where to place the images.

Figures		
FIGURE 1.gif	3/10/2017 10:43 AM	GIF File
FIGURE 2.gif	3/10/2017 10:44 AM	GIF File
FIGURE 3.gif	3/10/2017 10:45 AM	GIF File
FIGURE 4.gif	1/27/2017 1:50 PM	GIF File
FIGURE 5a.gif	1/27/2017 5:24 PM	GIF File
FIGURE 5b.gif	1/29/2017 2:24 PM	GIF File
FIGURE 5c.gif	1/27/2017 5:21 PM	GIF File

Front Matter

Create a folder label “**Front Matter.**” Please make sure they are all labeled as in the example below. All additional files should also be included in this folder.

Front Matter		
Acknowledgments.docx	3/17/2021 12:27 PM	Microsoft Word D...
Acronyms.docx	3/17/2021 12:34 PM	Microsoft Word D...
Book Description.docx	3/17/2021 12:27 PM	Microsoft Word D...
Cover Suggestions.docx	3/17/2021 12:28 PM	Microsoft Word D...
Dedication.docx	3/17/2021 12:28 PM	Microsoft Word D...
Endorsement.docx	3/17/2021 12:34 PM	Microsoft Word D...
Index of Terms.docx	3/17/2021 12:29 PM	Microsoft Word D...
Preface.docx	3/17/2021 12:34 PM	Microsoft Word D...
Questionnaire.docx	3/17/2021 12:28 PM	Microsoft Word D...
Table of Contents.docx	3/17/2021 12:27 PM	Microsoft Word D...