







MANUSCRIPT SUBMISSION CHECKLIST

THE FOLLOWING DOCUMENTS ARE HEREBY SUBMITTED

	REQUIREMENTS
	DESCRIPTION (150-300 words describing the book that can be used for marketing purposes).
	TABLE OF CONTENTS. All chapter titles and authors' names are listed and spelled correctly. They must exactly match the titles and authors' names in the submitted chapters.
	SEPARATE FILE FOR EACH CHAPTER (IF EDITED BOOK): <ul style="list-style-type: none">• Authors' names, full affiliations, and a corresponding author's email address must be present on the first page of each chapter.• ALL CHAPTERS IN ONE SINGLE FILE (IF AUTHORED BOOK)
	COPYRIGHT TRANSFER FORM (FOR EDITED BOOK) for each chapter with a valid signature from the chapter's author.
	ALL CHAPTERS WERE CHECKED FOR GRAMMAR AND SPELLING.
	REFERENCES: Reference Style Used: <hr/> <ul style="list-style-type: none">• Nova will accept most common reference styles. Please choose one style for your book and be consistent throughout. The Editor is responsible for correct citation usage. Please make sure to notify the chapter contributors prior to submission of the style you prefer as well.• It is the responsibility of the Editor(s) to ensure consistent reference formatting throughout the chapter/book.• References should be in English only. Source(s) can be cited in their original language. However, the English translation should be shown in brackets immediately after [].

	<ul style="list-style-type: none"> • If references are numbered within the chapter, they must be in chronological order, e.g., [1], [2], [3], etc. • If the reference section is shown alphabetically, then within the text, references must be reflected by the author name, year. • Usage of “et al.” is not acceptable in the “References” section. All authors names <u>must</u> be listed accordingly. • Usage of “ellipses (...).” is not acceptable in the “References” section. All authors names <u>must</u> be listed accordingly. • Footnotes cannot be used in place of reference citations. • If you would like your references to link to the original cited material, please submit as clickable hyperlinks (i.e., DOI, websites, etc.)
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IF APPLICABLE, THE FOLLOWING INFORMATION WAS SUBMITTED:

ADDITIONAL MATERIAL (OPTIONAL)	
<input type="checkbox"/>	DEDICATION
<input type="checkbox"/>	PREFACE
<input type="checkbox"/>	ENDORSEMENTS
<input type="checkbox"/>	FOREWORD (written by other than the editor/author of the book)
<input type="checkbox"/>	ACKNOWLEDGMENTS
<input type="checkbox"/>	INTRODUCTION (A Conclusion must also be submitted if submitting an Introduction)
<input type="checkbox"/>	PROLOGUE / EPILOGUE (If one is submitted, both should be submitted)
<input type="checkbox"/>	FIGURE(S) AND/OR TABLE(S): <ul style="list-style-type: none"> • Submitted in black/white unless color is prepaid. • Clear and readable with legends clearly distinguishable by shapes and/or symbols. • Numbered in chronological order and mentioned in the text. • All figures and/or table(s) must include a caption.
<input type="checkbox"/>	INDEX TERMS (may submit later)
<input type="checkbox"/>	AUTHOR/EDITOR BIOS (preferred)
<input type="checkbox"/>	LIST OF CONTRIBUTORS
<input type="checkbox"/>	BOOK COVER IDEAS
<input type="checkbox"/>	PUBLICATION INFORMATION FORM
<input type="checkbox"/>	QUESTIONNAIRE

IF YOUR MANUSCRIPT IS MISSING ANY OF THE INITIALED REQUIREMENTS IT MAY HAVE TO BE RETURNED WHICH MAY CAUSE DELAYS IN PUBLICATION AND POSSIBLE MULTIPLE REVIEW FEES.

SIGNATURE

DATE