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|--|---|--------------------------|
| Author/Editors | All author names included | <input type="checkbox"/> |
| Table of contents | Headings correspond to those in text | <input type="checkbox"/> |
| Elements structure | Number of sections: | |
| | All sections numbered sequentially throughout Element (or not numbered at all) | <input type="checkbox"/> |
| | Section sequence and numbering final | <input type="checkbox"/> |
| Length | Ensure length of final manuscript is between 20,000 and 30,000 words, including references and appendices | <input type="checkbox"/> |
| Text | Heading levels consistently styled | <input type="checkbox"/> |
| | Heading content must follow logical and linear hierarchy. | <input type="checkbox"/> |
| | Special text components consistently styled | <input type="checkbox"/> |
| References | Reference list included at the end of your Element | <input type="checkbox"/> |
| | All works cited in text are in the reference list | <input type="checkbox"/> |
| | Reference list style according to CUP guidelines | <input type="checkbox"/> |
| Figures, illustrations & multimedia | All figures mentioned in text supplied, ready to use and as separate files | <input type="checkbox"/> |
| | Consecutively numbered within Element | <input type="checkbox"/> |
| | Consecutively cited in text | <input type="checkbox"/> |
| | Figure captions included in the text file | <input type="checkbox"/> |
| | All images should be meaningful when converted to greyscale – if they are not, an alternative way to convey meaning must be provided (for example in the caption or surrounding text). | <input type="checkbox"/> |
| | Alt-text descriptions | <input type="checkbox"/> |
| | Scanned images <input type="checkbox"/> Halftones <input type="checkbox"/> | <input type="checkbox"/> |
| | Video <input type="checkbox"/> Photographs <input type="checkbox"/> | |
| | Illustrations <input type="checkbox"/> Audio <input type="checkbox"/> | |
| Tables | Prepared with the table function | <input type="checkbox"/> |
| | All tables should contain fewer than ten columns and a hundred rows or be fewer than four pages in length - tables that are larger than this should be broken down or presented in another way. | <input type="checkbox"/> |
| | Consecutively numbered within Element | <input type="checkbox"/> |
| | Consecutively cited in text | <input type="checkbox"/> |
| Electronic Manuscript | File folder/zip archive labelled with Element title and author name | <input type="checkbox"/> |
| | Full Element text supplied in a single file in original format | <input type="checkbox"/> |
| | Graphics saved as separate files | <input type="checkbox"/> |
| | PDF file with all fonts embedded (if submitting in LaTeX) | <input type="checkbox"/> |
| Permissions | Included for all material from other works | <input type="checkbox"/> |
| Open Access | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Supplementary material | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Videos and Audio | All videos must be delivered with closed captions and a transcript. | <input type="checkbox"/> |
| | All audios must be delivered with a transcript. | <input type="checkbox"/> |