

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"/>