

Check List

✓ Before you submit your manuscript and artwork, please ensure you can answer 'yes' to the following:

- Name of author(s) denoted as the corresponding author(s), together with their e-mail address, full postal address and telephone/fax numbers are given
- Full names (First and last) of all authors are provided
- The names and addresses of potential Referees are provided
- The files are in the correct format: manuscript in MS Word; illustration in TIFF, EPS or JPG (See Artwork Instructions for details)
- Keywords and Running title are provided
- The references are in the correct format (see Instructions for Authors for details)
- All references mentioned in the Reference list are cited in the text, and *vice versa*
- The recommended naming conventions (see Instruction for Authors) have been used
- The manuscript has been 'spell checked'
- All tables (including captions and footnotes) are present
- All artwork is numbered according to its sequence in the text
- Figures and/or Schemes & Tables have captions and these are provided each on a separate page at the end of the manuscript. All illustrations and Tables are referred to in the text
- All illustrations are provided in low resolution at the end of manuscript, each on a separate page
- All illustrations are provided as separate graphic files. It is recommended to remove Alpha channels and to flatten layers before submitting TIFF files
- The graphics are of high-resolution (preferred formats are either TIFF or EPS; ensure all necessary files have been uploaded)
- The color images are provided in the RGB colorspace
- The physical dimensions of the artwork match the required dimensions (See Artwork Instructions)
- The lettering used in the artwork does not vary greatly in size (See Artwork Instructions)
- Permission has been obtained for use of copyrighted material from other sources (including the Web)
- All the rights are cleared both for print and electronic publication
- The required warranty is included with the cover letter