Checklist for Manuscript Submission

Basics
- ❏ Please keep, for safety reasons, a copy of the manuscript as electronic files of all relevant data.
- ❏ Please ensure that the paper print-outs of the manuscript, and all its components, that you submit to Wiley-VCH correspond exactly to the electronic data (Word, LaTex).
- ❏ Please do not exceed or fall short of the agreed number of pages. (One page of text with ca. 2500 characters, including spaces, is normally equivalent to one printed page. The space required for tables and images should be estimated on a per-case basis.)

Text
- ❏ The manuscript version is definitive.
- ❏ The headings are numbered, to a maximum depth level of four e.g. 1.1.1.1.
- ❏ Headings and paragraphs are recognizable as such.
- ❏ Graphics, schemes, equations, and tables are referred to in the text at least once, in the order in which they appear.
- ❏ The manuscript pages and references are numbered sequentially and consistently.
- ❏ The text part includes: running text, references, image captions (with source information, when required), and (small) tables.

Tables
- ❏ Tables are numbered consistently, with chapter numbers, and have a table header.

Artwork (figure, scheme, graphic)
- ❏ The graphics are complete and stored separately from the text (as graphics files).
- ❏ The software programs (with program version) that have been used to prepare the images are listed.
- ❏ Originals suitable for reproduction are provided, in cases where no electronic data is available.
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- ❏ CD-ROMs are marked with the name of the book project.
- ❏ Text, large tables, and graphics are stored in separate folders, which are named clearly and contain the chapter number (e.g. chapter_4_tables).
- ❏ The electronic files are named in an unambiguous and consistent manner and have the appropriate file extensions.

Submission
- ❏ Your submission comprises a data carrier (alternatively: electronic files as e-mail attachment or uploaded via a file transfer protocol (FTP) server), or, if relevant, via ScholarOne Manuscripts) and a paper print-out (alternatively: a thoroughly checked portable document file (PDF)) of the complete manuscript with text, images, forms, etc. (e.g. a list of reproduction permissions that have not yet been obtained).
- ❏ The software used to prepare the text and images, including version numbers, is listed.
- ❏ All principal and co-authors are listed together with their full postal and electronic mail addresses (see Appendix 2).