

CHAPTER AUTHOR CHECKLIST

*Please complete the following checklist, sign and date the form and forward it with your final chapter no later than **July 8, 2005**.*

Chapter:

Author:

Affiliation:

Before sending your chapter, be sure that you have:

E-mailed the final copy of the chapter in Microsoft Word format to the editors

E-mailed another copy of the chapter with the first reference of key words highlighted (in yellow) for the book index

Provided complete references following the style of the American Psychological Association (APA)

Edited the language of the chapter for clear, concise wording; proper English sentence structure; consistency; typographical errors; grammar; and spelling OR obtained the assistance of a professional copyeditor

Submitted hard copy of all figures and graphics in black and white, camera-ready format sized no larger than the image size of the book (See Guidelines for Preparing Accepted Chapters)

E-mailed a biography of approximately 100 words for each chapter author in Microsoft Word format to the editors

Signed and “snail-mailed” Author’s Warranty and Transfer of Copyright Agreement to the editors

Provided complete contact information (full name, telephone numbers, email and postmail addresses) for each chapter author to receive the final review copy of the typeset chapter (sent electronically to first chapter author only) and complimentary copy of printed book from Idea Group Inc.

Signature

Date