

## Final Submission Requirements for Chapters

Please carefully adhere to the following instructions provided by IGI Global for the preparation of your final submission for publication. Note that your attention to each detail is absolutely essential to help ensure the timely release of this book.

### **Required Materials**

The following items must be sent directly to the book editor (**not** IGI Global) by no later than the deadline specified by the editor:

1. Electronic copy of your chapter. This should be submitted in Microsoft Word. Images should be submitted as separate tif, jpeg, eps, or gif files. All requirements outlined in the “Details to Keep in Mind for Your Full Chapter Submission” and the “Chapter Organization and Formatting” documents that you were sent previously must be carefully adhered to. Please contact the editor or IGI Global (development@igi-global.com) if you need these documents to be sent to you once more. Paper copies of your chapter will only be necessary if you have made heavy use of equations, symbols, coding, etc. within your chapter. Otherwise, only an electronic copy will be necessary.
2. **Indexing:** Please go through your chapter and highlight (electronically) words you believe are important to the main topic and scope of your material, and should, therefore, be included in the book’s index. You should only highlight the word each time you believe it is used relevantly. **If an index word is arbitrarily used in passing, it should not be highlighted.**
3. **Biographical sketch** (100-150 words) of EACH contributing author.
4. **Author’s Warranty and Transfer of Copyright Agreement.** Your original, signed (digital or handwritten) copy may be sent via fax, e-mail, or postal mail. If you have several co-authors, please know that **ALL** of them must sign a copyright form (as is implied here, if your co-authors are in different locations, they may each sign their own copy of the agreement and send it to the editor separately—all signatures do not have to be on the same form).

**NOTE:** Contributors may sign their author warranty digitally in Acrobat. A copy of our electronic author’s warranty is located at [http://www.igi-global.com/development/author\\_info/author\\_warranty.pdf](http://www.igi-global.com/development/author_info/author_warranty.pdf). Directions for creating and using a digital signature can be found at [http://www.igi-global.com/development/author\\_info/digitalsignatureinstructions.pdf](http://www.igi-global.com/development/author_info/digitalsignatureinstructions.pdf).

5. **Acquisition Librarian Form** (we can accept electronic copies of this form).

6. **Signed permission forms for copyrighted images (if necessary).** If you have included in your chapter any images for which the copyright is held by a third party (this includes screenshots [whether they be of a page from a company's Web site, a screenshot of a scene from a video game, etc.], figures, tables, graphics, etc.), it is **YOUR** responsibility to ensure that you obtain permission for their inclusion in your chapter. The copyright holder **MUST** agree to and sign IGI Global's permission form before IGI Global will agree to include the image in your chapter. To obtain a copy of this permission form, please contact the book editor or IGI Global ([development@igi-global.com](mailto:development@igi-global.com)).
7. **Postal AND e-mail addresses.** It is important that you provide a postal and e-mail address for EACH contributing author. Please note that postal addresses should be complete. Please see the following examples of what is an acceptable complete postal address, and what isn't:

- **NOT complete:**

Professor John Smith  
Department of English  
Noname University  
USA

- **Complete:**

Professor John Smith  
Department of English  
Noname University  
123 Generic Street  
Anytown, Yourstate, 12345  
USA

Note that the example of the complete address has a street address (123 Generic Street), as well as a city (Anytown) and postal code (12345). Should your address change by the time the book is published, it is important that you notify IGI Global immediately ([development@igi-global.com](mailto:development@igi-global.com)).

We also kindly request that each author provide a phone number at which they can be reached in the event that we are unable to reach them via e-mail.

8. **Chapter author checklist.** This document must be completed, signed, and submitted with your materials.
9. *Please note that, PRIOR to submission, your chapter must be copy edited and proofread to ensure proper use of the English language, proper grammatical structure, and correct spelling and punctuation. Attention to this detail is imperative. IMPORTANT: Chapters that are submitted to the publisher are considered to be in their FINAL FORM and ready for publication as is.*

**10.** Please be advised that due to APA and IGI Global house style rules, changes in regard to, among other things, capitalization, the appearance of block quotes and bulleted and numbered lists, as well as the placement of images on your pages may be adjusted accordingly during the typesetting phase.