Time Line for Production of the Volume:

- Rough draft chapters due to the Editors from the contributors on or before September 1, 2016
- Peer review rough draft chapters on or before January 1, 2017
- A table of contents for the Work is due to the Publisher on or before January 9, 2017
- Revised Manuscripts to be uploaded to the EMSS by March 1, 2017
- The Editor will deliver one sample chapter to the Publisher on or before March 6, 2017
- The full manuscript is due to the Publisher on or before April 10, 2017
- Book distributed to Members by the end of 2017.

A few notes on manuscript preparation:

- We prefer that the contributors submit the manuscript through EMSS (Electronic Manuscript Submission System). I have attached a document that outlines how to use EMSS. If you would prefer to send the chapters via email as word documents, or if you would like to send the document as a PDF or LaTeX, please let me know in advance so that I can accommodate that request.
- The contributors should not insert images in the Word document. This affects the resolution of the images. They must be called out in the manuscript. They may also include the caption. See the example below.

*Insert Figure 2.1.jpg*
*Caption: Figure 2.1. Add figure caption and description here.*

- The contributors should submit the images as separate high-resolution jpg, tiff, or .eps files (300 dpi or 72 dpi for screenshots) and name them with the chapter number and figure number. These can be uploaded to EMSS as well. For example, an image for Chapter 1, Figure 1 would be Fig1.1.jpg or figure 1.1.tiff. Tables can be created in the document. However, if you wish to retain the formatting or design elements of any tables, sidebars, boxes, etc., then you should also save these as images. Otherwise they will take on the formatting of the interior design we choose for the book. They should be numbered the same way as figures.

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Example: "..... as demonstrated [3, 6]. Barnaby and Jones [8] obtained a different result ....”

Reference list: Number the references (numbers in square brackets) in the list in the order in which they appear in the text.
