



Chapter Submission Checklist for Authors

- ___ Ensure that you have everything! You must submit everything at the same time.
- ___ You have labeled each file with your name and date, plus a brief description, such as "text," "Permission 1," "Illus. 1," index words, etc. Example: [smith.08.22.2018.text.docx](#)
- ___ You understand that you will not be making any further revisions. This is the final copy of your manuscript, which will go to press unless the Editors contact you for minor changes.
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Review these sections of your Manuscript

- ___ Title. Your title should be no longer than five-six words.
- ___ Authors. All authors are properly acknowledged.
- ___ All permissions are correctly sourced in the text.
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- ___ References are complete and formatted correctly.
- ___ Acknowledgements. Place this after the Reference (bibliography) section. You can include a paragraph for people who helped you in some way, read the manuscript for you, or had helpful discussions with you.
- ___ All figures files are supplied separately in high resolution (at least 300 dpi/inch), 5 x 7 inch minimum. Save as tiff not jpeg files.

In addition to your manuscript and figures, please include the following:

- ___ A brief biography with your full name, therapy license, membership status in ISST, academic affiliation if one, location of private practice if one. You may also give your website.

For example: [Jane Smith, RN, ISST-T is an Associate Professor at KeriKeri University in KeriKeri, New Zealand, where she also has a private practice. <http://kerisand.com>](#)

- ___ A document with words from your chapter for the book index
- ___ You have organized all the above materials into a folder labeled with your last name and the date.

Contact Dyane Sherwood (dns@dyanesherwood.com) for a link to upload your package.