

<b>Author/Editors</b>	All author names included	<input type="checkbox"/>
<b>Table of contents</b>	Headings correspond to those in text	<input type="checkbox"/>
<b>Elements structure</b>	Number of sections:	
	All sections numbered sequentially throughout Element (or not numbered at all)	<input type="checkbox"/>
	Section sequence and numbering final	<input type="checkbox"/>
<b>Length</b>	Ensure length of final manuscript is between 20,000 and 30,000 words, including references and appendices	<input type="checkbox"/>
<b>Text</b>	Heading levels consistently styled	<input type="checkbox"/>
	Special text components consistently styled	<input type="checkbox"/>
<b>References</b>	Reference list included at the end of your Element	<input type="checkbox"/>
	All works cited in text are in the reference list	<input type="checkbox"/>
	Reference list style according to CUP guidelines	<input type="checkbox"/>
<b>Figures, illustrations &amp; multimedia</b>	All figures mentioned in text supplied, ready to use and as separate files	<input type="checkbox"/>
	Consecutively numbered within Element	<input type="checkbox"/>
	Consecutively cited in text	<input type="checkbox"/>
	Figure captions included in the text file	<input type="checkbox"/>
	Alt-text descriptions	<input type="checkbox"/>
	Scanned images <input type="checkbox"/> Halftones <input type="checkbox"/> Video <input type="checkbox"/> Photographs <input type="checkbox"/> Illustrations <input type="checkbox"/> Audio <input type="checkbox"/>	
<b>Tables</b>	Prepared with the table function	<input type="checkbox"/>
	Consecutively numbered within Element	<input type="checkbox"/>
	Consecutively cited in text	<input type="checkbox"/>
<b>Electronic Manuscript</b>	File folder/zip archive labelled with Element title and author name	<input type="checkbox"/>
	Full Element text supplied in a single file in original format	<input type="checkbox"/>
	Graphics saved as separate files	<input type="checkbox"/>
	PDF file with all fonts embedded (if submitting in LaTeX)	<input type="checkbox"/>
<b>Permissions</b>	Included for all material from other works	<input type="checkbox"/>
<b>Open Access</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Supplementary material</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	