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- _____ Please organize and label all files clearly. File names should be no longer than 45 characters.
- _____ Font size 11 point Times Roman with 1.5 line spacing.
- _____ Heading styles: **NUMBER 1 HEADS SHOULD BE ALL BOLD, CAPS, ROMAN**
 Number 2 Heads Should Be Bold, Title Case, Roman
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 Number 4 heads should be bold, sentence style, italic
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MATERIALS FOR THE BOOK:

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- _____ **Foreword** (optional but encouraged, written by an expert in the field who is not affiliated with the book)
- _____ **Preface** (Note: Should be what the book is actually about, not what may have been proposed originally.)
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 -  4. Introduction.docx
 -  5. Acknowledgment.docx
 -  6. About the Editors.docx
 -  7. List of Contributors.docx
 -  8. List of Abbreviations.docx
 -  9. Complete data of Editors and Chapter Contributors.docx
 -  10. List of Color Figures.docx
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