

INSTRUCTIONS ON FORMATTING THE CHAPTER

Keywords: Each keyword should not contain more than two compound words. Each keyword phrase should start with an uppercase letter. We allow 5 - 10 keywords per chapter. When selecting keywords, think of terms that will help someone locate your chapter at the top of the search engine results (e.g., Google). Avoid very broad terms.

Spelling and Punctuation: Use British spelling and punctuation consistently throughout your chapter. Italicize foreign words and phrases.

Headings and Heading Numbering: Clearly identify heading levels with unique and consistent formatting and/or numbering. If numbering, use the decimal system of numbering. Never skip a heading level. Run-in headings (same type size as body text, bold or italics, followed by text on the same line) are exceptions and can be used at any level.

Text Formatting: Use *Italics* for emphasized words or phrases within running text. Do not italicize entire paragraphs. Use **bold** formatting only for run-in headings.

Terminology, Units, and Abbreviations: Define technical terms and abbreviations upon their first appearance in the text. Use internationally accepted signs and symbols for units. Follow the British method for numerals: decimal points for decimals, commas should separate thousands.

Citation Style & References: Follow the American Psychological Association (APA), 7th edition for all in-text citations and reference list.

Tables: Give each table a clear caption and number them sequentially. Cite all tables in the text in sequential order. Use only black single lines for the table borders and column / row separation. Note that tables will be published in black and white.

Figures and Illustrations: Number figures sequentially and cite them in the text in sequential order. Provide each figure a concise caption that accurately describes its content. Include captions within the text file, near the figure citation. If a figure is reproduced from a previous publication, include the full source citation as the last item in the caption. Ensure all figure lettering is clearly readable (optimum size 8-12 points). Preferred file formats for figures are TIFF or JPEG with a minimum resolution of 300 DPI.

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