

Author Checklist Submission Final Version Handbook Chapter

1. First Page (Title, Authors, Keywords, Abstract)

- Title max. 3 lines, Title Case, Trebuchet 18 pt, spacing correct
 - Author names in 12 pt italic, right aligned
 - Max. 6 keywords, italic, left aligned
 - Abstract between **150–250 words**
 - Entire first page (title + authors + keywords + abstract) **≤ 1 page**
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2. Document Setup & General Formatting

- A4 format with **2.54 cm margins (mirrored)**
 - No changes made to styles or template settings
 - Formatting marks checked for inconsistencies
 - Introduction starts on a **new page**
 - No additional linebreaks between sections and paragraphs
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3. Headings & Structure

- Section headers: 14 pt, bold, numbered, left aligned
 - Subsections: 12 pt, bold italic, numbered
 - Sub-subsections: 12 pt, bold, unnumbered, right aligned
 - No additional heading levels or pseudo-headings introduced
 - Unnumbered sections (e.g., References) use correct header style – Unnumbered Sections
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4. Body Text & Paragraphs

- Font: Tahoma, 12 pt, justified, single spaced
 - 6 pt spacing after paragraphs (no manual spacing added)
 - No extra line breaks or indentations
 - Only **italics used for emphasis**
 - No underlining except hyperlinks
 - Examples formatted in italic with single quotation marks
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5. Word Count & Length

- Word count within limits: 7,000–7,500 (most chapters) or 6,000–6,500 (Part 4) unless exception granted by editorial team.
 - Maximum of **22 pages NOT exceeded (including everything (!) except bios)**
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6. Examples Textbox Format

- Examples placed in **single-cell table (15.88 cm width)**
 - Correct shading and border applied
 - Textbox style used
 - Examples numbered per chapter (e.g., Example 1 etc.)
 - Single line break after each example
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7. Citations & Endnotes

- In-text citations use **italics + double quotation marks**, e.g., “*citation*”
 - Specific page/section referenced where needed
 - Endnotes used (NOT footnotes), formatted per section
 - Endnotes used sparingly
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8. Lists (Bullets & Numbering)

- Lists used sparingly and embedded in text
 - No sections consisting only of bullet lists
 - Correct indentation hierarchy applied
 - Do not mix bullets and numbering
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9. Language & Style

- British English spelling used
 - Active voice (avoid passive)
 - Tone is **collegial (not instructional)**
 - Reader addressed as “you”
 - Accessible language (\approx B2 level)
 - Terminology reflecting European context terminology used (cf. Glossary)
 - All definitions used are in line with Glossary
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10. Tables

- Max. width: 15.88 cm
- Only horizontal borders used (no vertical lines)
- No unnecessary colours, if needed grey scale only
- Caption above table (12 pt, italic, left aligned)
- Tables numbered manually
- Table number format follows the format: Part.Chapter.Table No (e.g., 1.5.1)
- Tables \leq 1 page and editable
- Table not broken across pages
- Alt-text added if needed
- Single line break after each table

11. Figures

- Max width: 15.88 cm, ≤ 1 page
- Embedded in borderless table
- Figures Centred
- no text wrapping around figure
- Caption below figure (italic, 12pt, centred)
- Figures numbered manually (correct format: Part.Chapter.Figure No (e.g. ,1.5.1)
- Referred to as “Fig.” in text
- Resolution ≥ 300 dpi
- image files also provided separate;y (.png/.jpeg/.tiff)
- Alt-text included
- Proper attribution provided
- No AI-generated figures used
- Single line break after each figure
- Each figure has the appropriate copyright statement

12. Content & Writing Approach

- Chapter is thematic (not journal-style structure – cf. Part templates)
 - No excessive raw data or appendices
 - Practitioner-focused explanations included
 - Terms align with handbook glossary
 - “Transferable competencies and skills” terminology used consistently
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13. Index & Glossary

- Key terms highlighted for indexing
 - Only relevant terms highlighted
 - Vocabulary aligned with glossary
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14. References & Further Reading

- References follow **APA 7th edition**
 - Only cited sources included in References
 - Further Reading section includes additional resources and is a list in APA style format without additional text.
 - References ≤ ~15% of chapter length
 - All DOIs and links are active hyperlinks
 - Reference manager formatting removed (pasted as plain text in *Normal* style)
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15. Contributor Statement (mandated by Publisher)

- No additional text just the contributor table
 - At least three roles are listed in the table
 - all authors are included as well as any potential non-author contributors
 - authors have at least two contributing roles
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16. Authors' Biographies (mandated by Publisher)

- Biography present for each named author
 - 30–50 words per author
 - Includes ORCID in number format (no hyperlink)
 - No titles (Dr., Prof., etc.)
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17. AI statement (mandated by Publisher)

- Appropriate AI Statement included