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Thank you for publishing with Guilford! 10 Basic Things to Remember When Preparing Your Book Manuscript

- **1.** Your manuscript should be submitted in **Microsoft Word**, .doc or .docx files. Each chapter should be in a separate file labeled as such.
- 2. Please number "floating" items like tables, figures, and boxes sequentially and by chapter. The first table in Chapter 2 is Table 2.1, the next is Table 2.2, etc. The first table in Chapter 3 is Table 3.1. Each item should be submitted in a separate file labeled as such. Do not copy/paste tables, figures, etc. into Word documents. Instead, use a "callout" where you want the item to appear ("Insert F1.2 around here.")
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