# Manuscript Submission Guidelines

## Front Matter

| Title Page (mandatory) | • Should have all editors names, their affiliations, the book title and subtitle.  
| | • Ensure that the sequence of the editors’ names is correct and the title of your book is final when you submit your manuscript  
| | • Also supply all the email addresses and telephone numbers and in case of multiple authors or editors, clearly indicate the corresponding author or editor  

| Foreword (optional) | • If you intend to include a foreword, please submit it with the manuscript.  
| | • Should be written by an authority on the subject, and serves as a recommendation of the book  

| Preface (mandatory) | • should not contain a reference list.  
| | • An introduction to the subject of the book should not be confused with a preface. The introduction does not belong in the front matter, but should appear as the first chapter of the book.  

| Table of Contents (mandatory) | • List all parts, chapters, and back matter material (e.g., an index) in the final sequence  

| About the authors (mandatory) | • a brief write-up (100-150 words) that describes your present affiliation, professional experience, academics, achievements (if any) and publications  

| In case of Conference Proceedings: Organising Committee (optional) | • list of editorial board members, conference committee members, reviewers, etc.  

| About the Book (mandatory) | • Brief description of the book (300 words approx.).  
| | • An introduction to the subject of the book should not be confused with preface.  
| | • Should be in written in present tense.  
| | • First sentence should introduce the book well as this text only appears while someone searches on Google (refer screenshot below)  

## Text Body

| Chapters | Should have:  
| | • Title  
| | • Author(s) names  
| | • Clearly specified corresponding author  
| | • Corresponding author details (email ID & Phone number)  
| | • Abstract  
| | • Keywords  
| | • Tables, if available (should have caption and should be cited in the text)  
| | • Figures, if available (should have caption and should be cited in the text)  
| | • References  

## Miscellaneous

| Permissions | Consent to publish form from all the contributors (in case of contributed volume)  

| Subject index | Information should be listed under the term that most readers will probably look at first. Use cross-references to list variations or written-out versions and abbreviations/acronyms