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## Books Author Guide

Thank you for choosing to publish your book with AIP Publishing.

Our intention is to provide a comprehensive, interactive, digital resource for researchers and professionals in the physical sciences, which spans the entire spectrum of information, from reference materials and research methodology to cutting-edge original research.

The following guidelines will help ensure prompt error-free publication that reflect our intent.

### *Quick Submission Checklist – Does your manuscript meet the following guidelines?*

- Permissions for all published/copyrighted text, figures and tables.**
- All figures are in acceptable formats and are at minimum, 300 dpi resolution. (See page 4) Each figure file should be saved separately.**
- All figures and tables are mentioned in-text.**
- Preferred referencing style is Vancouver, however, if your references are not Vancouver, please be sure the style is consistent throughout.**
- Chapter abstract**
- Keywords (you will be prompted to add keywords as part of the submission process).**
- Save each chapter, (including the accompanying references, figure legends and tables), as a separate file.**
- Give each individual file its own name, the chapter number plus Author last name (1<sup>st</sup> author).  
Example: Chapter1-<chapter author last name>-<book short title>.docx**
- LaTeX chapter files need all accompanying extension files AND a separate PDF of each chapter.**

## Preparing Your Manuscript

Acceptable file formats for chapter files:

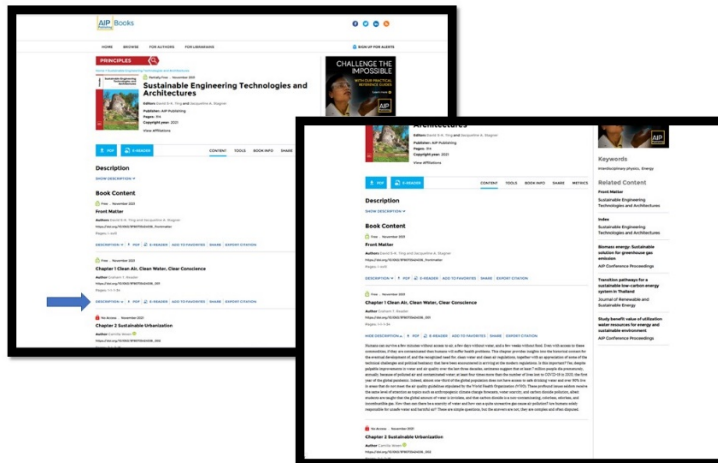
- Microsoft Word
- LaTeX (with all accompanying extension files and a separate PDF)

### Front Matter:

- Title page – required
- Dedication - optional
- Acknowledgements - optional
- Table of Contents – required
- Foreword - optional
- Preface - required
- List of Contributors – required (edited books)

### Chapters:

- Chapters contain the actual content of the book, i.e., text, figures, and tables.
- Each chapter should include:
  - An abstract (a maximum of 200 words)- which will appear online ONLY, not in the print version.



- A reference list at the end of the chapter (Vancouver style). This is vital so that readers of single chapters of the eBook can make full use of the citations.

- 
- Chapters may be organized in parts. In cross-references, please refer to the chapter or section number (e.g., see Sect. 3.5.1).

#### **Book Parts:**

- If a book is divided into parts, all chapters should be within a part, except for an introductory chapter at the beginning of the book. (e.g., Part I may consist of chapters 1-5 and Part II may consist of chapters 6-12).
- Number the chapters continuously throughout the book (do not restart with each part).
- Parts should be numbered with Roman numerals (Part I, Part II, Part III, etc.).

#### **Technical Terms, Abbreviations:**

- Ensure that the spelling of names, terms, and abbreviations are consistent, including in tables and figure legends.
- Abbreviations must be defined the first time they are used, and a list supplied with the manuscript.
- Please always use internationally accepted signs and symbols for units, so-called SI units.
- Chemical compounds should be named according to the systematic rules of the IUPAC or Chemical abstracts.

Please also note the following:

- Species and genus names, mathematical/physical variables, and prefixes in chemical compounds should be set in italic type (e.g., cis/trans, d/l, E/Z, o/m/p, R/S, t-Bu, tert-butyl).
- L and D indicating optical activity should be set in SMALL CAPS (e.g., D- and L-dopa).

#### **Abstract:**

An abstract must accompany every chapter. It should be a concise abstract of the significant items in the chapter, including the results and conclusions. In combination with the title it must be an adequate indicator of the content of the chapter, because it will appear separate from the text and illustrations in electronic bibliographic databases. For this reason, the **abstract should not contain literature citations that refer to the main list of references attached to the complete chapter, nor allusions to the illustrations.** Define all nonstandard symbols and abbreviations. Do not include tabular material or illustrations of any kind. Avoid "built-up" equations that cannot be rendered in linear fashion within the running text. Type the abstract double spaced, preferably as a single paragraph and should be no more than 200 words.

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**Below are a few tips for writing the abstract:**

- State the subject of the chapter immediately, indicating its scope and objectives. Do this in terms understandable to a non-specialist.
- Summarize the significant points and main conclusions in the chapter. Do not hesitate to give numerical results or state your conclusions in the abstract.
- Do not cite the literature references by the numbers in the list at the end of the chapter, and do not refer by number to a selection, equation, table, or figure within the chapter. Nonstandard symbols and abbreviations used in the abstract must be defined there as well as in the main text.
- Use running text only. Never use displayed mathematical expressions or numbered equations. Omit tables, figures, and footnotes.

**Tables**

- **Tables** should be created with Word's *Insert Table* function and placed within your chapter. If the table has already been made, please be sure it has been made with Word's Table features. Tables created with spaces or tabs will create problems and may be improperly typeset. To ensure that your table is published as you wish, you must use Word's Table function.
- Number the tables consecutively using the chapter number (e.g., for table 1 in chapter 1: Table 1.1) and ensure that all the tables are cited in the text in the correct order.
- Give each table a heading.
- To format the table columns, use the table function.
- Save the tables in the same file as the text, references, and figure legends; put each table on a separate page.

**Figures****Re-draw policy**

All figures, graphs, tables will be redrawn, and photographs will be re-sized (if necessary) by AIP.

**Please submit all data and provide the most accurate representation/reference for all figures that need to be redrawn. Include captions, approximations (simple pencil sketches, if necessary), and colors.**

**Figure Submission**

- Name your figure files with "Fig," plus chapter number and the figure number, (e.g., Fig 1.1)
- **Number figures in the order in which they appear in text.**

- 
- Include in-text citations that coincide with the figure number.
  - **Identify all figure parts with (a), (b), etc.** Avoid any large size differences of the lettering and labels used within one figure.
  - Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
  - In the figure caption, identify and explain all elements in the figure (e.g., boxes, circles, arrows).
  - Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

## File Formats

Acceptable formats include: AI, vector EPS, layered PSD, postscript, PDF, PowerPoint, TIFF, Word, Excel and CorelDraw (up to version 8)

We cannot use the following formats: JPGs, PNG, DeltaGraph, Tex, ChemDraw, SigmaPlot - please convert these files to PDF, EPS or postscript formats

Photographs must be at least 300dpi.

## Equations

Equations need to be editable, so we recommend that you create them with the built-in Microsoft® Equation Editor included with your version of Word. If you wish to use Mathtype, check for compatibility at <http://tinyurl.com/lzny753>

Users of the Windows version of Word: Please embed all fonts.

Users of Macintosh Word: Please save all files in DOCX format, as the use of DOC is not supported. Additionally, because font embedding is not possible, Mac Word users should limit their font selection to those available from the basic installation. Equations should be punctuated and aligned to bring out their structure and should be numbered on the right side of the page. {(Ex: Eq. 1 in Chapter 1 would be numbered as (1.1), Eq. 2 (1.2), and so forth)}

Mathematical operation signs indicating continuity of the expression should be placed at the left of the second and succeeding lines. Use “x” rather than a center dot, except for scalar products of vectors. The solidus (/) should be used instead of built-up fractions in running text and in display wherever clarity would not be jeopardized. Use “exp” for complicated exponents.

## References

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References must be *cited* in the Vancouver Style.

**When writing a reference list in Vancouver style:**

- Number all references.
- Arrange your list in the order in which the references appear in your text.
- If there are more than 6 authors, list the first 6 authors followed by “et al.”
- Use official abbreviations for titles of journals (if available).

**When using the Vancouver style in-text:**

- Insert the reference number in-text with an Arabic number in parentheses after the appropriate sentence.
- If you reference a source more than once, use the same number you used the first time you referred to that particular source.
- If you cite several sources in one sentence, cite them as (2-4) to refer to sources 2, 3 and 4 and (2-4,8) to refer to sources 2, 3, 4 and 8.
- You need to give a reference even when the author's name is stated in the sentence.

**Examples are as follows:**

**Citing Books:**

Surname, Initial(s). Book title. Edition (if available). City: Publisher; Year.

**Citing Journal Articles:**

Surname, Initial(s). Article title. Title of journal with standard abbreviation. Date of publication; Volume(number):Pages.

**Citing Conference Papers:**

Surname, Initial(s). Title of paper. In: Surname editor Initial(s), editor. Title of the conference. Place: Publisher; Year. Pages.

**Reference List is to be added at the end of every chapter.**

**Examples of reference list in Vancouver style**

- 
1. Dybvig DD, Dybvig M. Det tenkende mennesket. Filosofi- og vitenskapshistorie med vitenskapsteori. 2nd ed. Trondheim: Tapir akademisk forlag; 2003.
  2. Beizer JL, Timiras ML. Pharmacology and drug management in the elderly. In: Timiras PS, editor. Physiological basis of aging and geriatrics. 2nd ed. Boca Raton: CRC Press; 1994. p. 279-84.
  3. Kwan I, Mapstone J. Visibility aids for pedestrians and cyclists: a systematic review of randomised controlled trials. *Accid Anal Prev*. 2004;36(3):305-12.

For more Vancouver citing examples,  
<https://www.ntnu.edu/viko/vancouver-examples>

## Permission and Usage Rights

If you plan on using third-party material including text, figures, or tables from other works, **you must obtain permission** from the copyright holder (usually the original publisher) for both print and online formats. Please submit a signed permission with the manuscript.

This can include both published and unpublished material, providing attribution and, when necessary, obtaining permission and usage rights.

**Attribution** should always be provided whenever you refer to or use third-party material. Providing attribution involves giving reference information for the original work, including the authors' names, article or chapter title, journal or book title, volume and page numbers, and year of publication. You also provide a citation indicating what information is derived from the reference.

If you determine that you want to use material that will require permission and usage rights, use the Permission Request Form to document that you have obtained the necessary permission. A copy of this form is included in the documents we have provided you.

## **PLEASE READ VERY IMPORTANT**

**Please note AAAS and IEEE typically charge for permissions, if you want to avoid paying for permissions, consider using your own original figure.**

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**Also, please pay attention to the specific licensing terms when using material from Creative Commons, not all of their materials can be freely used. See table below for more details**

Please use the guidelines below to determine how to proceed regarding use of third-party material:

**You must obtain permission and usage rights if:**

- You duplicate a visual element from a third-party source, including a graph, table, or photograph.
- You repeat a passage of text (several sentences or a paragraph).
- You reproduce material that you previously wrote and published through another company. Publishers typically retain some rights to material they have published, which prevents unauthorized duplication. This is true even if you are the material's original author.

**You might need permission and usage rights if:**

- You are using material from a [STM Permissions Guidelines](#) member, a group that includes AIP Publishing. Some members use an “automatic” rights process that allows you to duplicate material without notifying the rights holder. Others use a streamlined notification process and do not charge a fee for reusing a reasonable amount of material.
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**You must provide attribution, but do not need permission and usage rights, if:**

- You are using a brief (no more than one or two sentence) quote from the original material.
- You are reproducing, analyzing, or displaying raw data only **AND** you are not duplicating a figure or other analysis from the original material. Permission is not needed to reproduce only data.
- You are reproducing material you previously wrote and published with AIP Publishing, although you must provide a full credit line to the source work using the following format: “Reproduced from [FULL CITATION], with the permission of AIP Publishing”.
- You are reproducing material that you hold the rights to, including most self-published material. Self-publishing platforms may charge fees for services such as editing or marketing, but they generally do not receive any rights to your work in return for these services. However, your agreements with AIP Publishing or other outlets may limit your ability to continue making your previous work available. Please discuss with us if you plan to do so.



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## FREQUENTLY ASKED QUESTIONS:

### **Q: What should I do if I cannot locate or contact a copyright holder?**

A: You are required in all cases to obtain rights to any material you reuse. If the rights holder cannot be found, you unfortunately will not be able to use the material in question. Feel free to discuss any such cases with AIP Publishing, as we may be able to help you locate or contact the necessary persons.

### **Q: How much text can I repeat in a “brief quote” without needing to request permission?**

A: There is not a simple rule for how long a quote can be before it is considered a passage that requires permission instead of simple attribution. This distinction depends on both the length of the text and how it is used in your work. If in doubt, it is best to assume that permission is required or contact AIP Publishing to discuss further.

### **Q: Can I reuse material published under a Creative Commons or similar license without permission?**

A: Creative Commons (CC), Open Access, and similar licenses generally allow for material to be reused by third parties without needing permission. Terms of these licenses can vary in who is allowed to use the material and for what purpose. Not all material published under CC or similar licenses can be freely duplicated. Refer to the table below for further details.

License type	Is permission required?
<b>Attribution only</b> (includes CC BY)	<b>No</b> – simple attribution is allowed.
<b>Non-derivation</b> (includes CC BY-ND and BY-NC-ND)	<b>Maybe</b> – depends on how the material is used. Please discuss with AIPP Publishing.
<b>Non-commercial use</b> (includes CC BY-NC, BY-NC-SA, and BY-NC-ND)	<b>Yes</b> – you may still reuse this material but must obtain permission and usage rights.
<b>Share-alike</b> (includes CC BY-SA and BY-NC-SA)	<b>Yes</b> – you may still reuse this material but must obtain permission and usage rights.

### **Q: I drew my own figure using data from a third-party source. Do I need permission for this?**

A: You must obtain permission if your figure is substantially similar to one that appears in the original work, even if you drew the new figure yourself. You do not need permission if your figure contains new work or analysis that goes beyond the scope of the source material. What constitutes “new work” can be a difficult and sometimes subjective distinction, so we strongly encourage you to discuss any situations like this with AIP Publishing.

Please be aware that some publishers may charge a fee for permission. AIP will not be able to refund any costs that may have been incurred in receiving these permissions.

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Please note: AIP Publishing is a signatory to the [STM permissions guidelines](#), which means that if you are requesting permission from one of the other STM partners, and the amount of material you are reusing falls within the guidelines, there should be no charge. For requesting permissions from one of the STM partners, you can go through the [Copyright Clearance Center](#).

The source must be acknowledged in the figure caption. If the source is in a foreign language, please provide a translation.

**Multimedia files** may be included in the online version of published chapters. Multimedia consists of video, audio, and 3D rendering files. Please add “(Multimedia view)” after the figure citation in text and in the figure caption. There will be a link placed in the caption to bring the reader directly to the multimedia file.

- **Video:** Acceptable file formats for still images are mp4, .m4v, .mov, .avi, .wmv, with MP4 files preferred. For optimal playability on Scitation, use the following settings:
  - Video codec: H.264
  - Chroma subsampling: YUV 4:2:0
  - If the video includes audio, use audio codec AAC
- Please insert a representative “still” image, taken from the video, in the manuscript as a figure. Care should be taken to extract an image that has reasonable clarity of fine lines and details. Acceptable file formats for still images are JPEG, EPS, and TIFF.
- **Audio:** Acceptable file formats include PCM (.pcm), WAV (.wav), AIFF (.aif), and MP3 (.mp3) at 128 KB or greater.

#### **Guidelines for preparing multimedia files**

- Keep the file size less than 10 MB so readers can download and view them.
- When incorporating multimedia, write the chapter so that the print version, which does not contain multimedia functionality, can be understood on its own.
- Submit all multimedia source files initially with the manuscript.
- Treat all multimedia files as figures, numbered in sequence as they are referred to in text. (Multimedia files should not have a numbering scheme separate from the figures.)
- Please be sure to cite all multimedia files in the text, referred to by their figure number.
- For each multimedia file, provide a figure that is a static representation of the multimedia file. Also provide an accompanying caption. At the end of the caption, include the phrase “(Multimedia view).” The multimedia file will be linked to the static image online.

- 
- Video and other enhanced files should be in a format that can be viewed without difficulty. See the acceptable formats above for specific submission requirements.
  - **Use of copyrighted material is not permitted.**
  - Use media players to check file properties and image/sound quality prior to submission. For video submissions, fonts, lines, and image details should be of sufficient size and weight to be visible when played at half size.
  - Please use one of the accepted compression codecs to minimize file sizes.
  - Animations must be in one of the standard video file formats, stated above. Do not submit animated GIFs (.gif format).

### Multimedia metadata

Please include information about your multimedia files.

- **Caption/description:** Textual caption/description of the content of the media object, similar to a figure caption, is required.
- **Type:** The nature or genre of the content of the media, such as video or audio is desirable (optional).
- **Format:** This should describe the media file type, such as such as MOV, MP4, or WAV (optional). NB: The significant difference between providing videos as either Supplementary Material or Multimedia Files is outlined below.
- If the video *is associated with a figure in the chapter (or a still of the video clip), and you would like the video to be accessed directly via a link that would appear in the figure caption*, please indicate that the videos are intended as *integral multimedia files* when you submit your chapter. In this way, the reader would click on the hyperlink to the videos appearing in the figure caption and the video will then immediately begin.
- If the video is *not specifically associated with any figure(s) in the chapter, and is purely supplemental information, which supports concepts discussed in your chapter*, please indicate that the videos are intended as *supplementary material*. Be sure to present the supplementary material video in a section before the references.

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## Manuscript Ready Checklist

Before you wrap up your manuscript, here is a checklist to make sure you have all the chapter elements.

### For Each Chapter

- Title (complete and correct)**
- Names of contributing authors and affiliations/emails (edited book)**
- Abstract**
- Keywords**
- Chapter text**
  - **Double spaced**
  - **Subheadings**
  - **Equations numbered and must be editable**
  - **Reference/figure/table citations within the text**
- References**
  - **Vancouver style**
  - **Numbered reference list**
- Figures/tables/graphs**
  - **Photos (must be at least 300 dpi)**
  - **Source files for each figure must be clear and adequate for redrawing**
  - **Permissions obtained, if necessary**
  - **Legends/captions provided**

### For the Book

- Title page**
- Acknowledgements (optional)**
- Foreword (optional)**
- Preface**
- Introduction (optional)**
- List of Contributors (edited book)**
- Table of Contents**
- Appendix (optional)**
- Index Terms**
- List of abbreviations (optional)**

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## Manuscript Submission

When you are ready to submit your manuscript, please send your Development Editor a Chapter List so that they can prepare the system to receive your upload.

Once the DE enters your chapter list, you will then receive an email from AIP with a link to upload your chapters and figures. **See the instructions below.**

**Please have the following ready in order to have a successful upload:**

- ORCID ID #
- Chapter files  
If using LaTeX files, remember extensions and PDFs
- Figure files  
Upload each figure file separately


## How to Submit Your Book Manuscript for Production

Thank you for completing your manuscript. It is now time to submit your manuscript for production. Please read and follow these instructions carefully to complete your submission.

Please let your development editor know when you are ready to submit your manuscript so that we can set up your book's site for delivery. We will send you an e-mail with a link to the submission site.

Click on the link to start the submission process.

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**Books** **Manuscript Submission System**

Visit BOOKS Online | Contact Editorial Office

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### Home Page for Timothy Gessert

One or more workflow actions below are possible or appropriate. Please consider proceeding by using a link next to an arrow ➔

**Author Tasks**  
How to Submit  
➔ Submit Chapters for Book Title: Overview of Vacuum Technology Methods 

**General Tasks**  
Modify Unavailability Dates  
Modify Profile/Password  
View/Modify My Policies  
Logout

Throughout the submission process, red arrows ➔ will indicate pending action items that you must complete to submit your manuscript. You will be able to navigate the various screens during the submission process. If you navigate away from a screen without performing a required action or answering a required question, that screen will be designated as not complete with a red ✘; successfully completed screens will be designated with a green ✔.

## Book Submission

**Book Title:** Overview of Vacuum Technology Methods  
**Lead Author:** Timothy Gessert

<b>Chapter #1</b> Completed	Chapter #2 Needs Work	Chapter #3 Needs Work	Chapter #4 Needs Work	Chapter #5 Needs Work	Chapter #6 Needs Work	Chapter #7 Needs Work	Chapter #8	Chapter #9	Chapter #10	Chapter #11	Chapter #12 Needs Work
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**Submission Summary**

BOOKS21-CHA-1-Gessert\_null-00543

Scope of Book and Other Resources

Chapter #1

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**Manuscript Files**

Upload files per chapter

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**Funder Information**

Funding Sources

Save and Exit

Submit Your Book


**Steps to Upload Your Files:**  
 Use the following file naming conventions for your files to assist with the submission process:

- Chapter File - Chapter[#]\_chapter.ext (ex. Chapter1\_chapter.docx)
- Figure File - Chapter[#]\_fig[#].ext (ex. Chapter1\_fig1.tif)
- Supplemental Material File - Chapter[#]\_supp[#].ext (ex. Chapter1\_supp1.xlsx)
- Integral Multimedia File - Chapter[#]\_vid[#].ext (ex. Chapter1\_vid1.mp4)






Use the Browse button to upload files, or drag and drop in the box below.

- Click the "Upload Files" button.
- Click the Auto Order button to arrange the files in the required order, or use the Move icon to manually arrange the files.

Browse

  
 Drop files here

Auto Order

 Chapter1_chapter.docx <small>87 KB</small>	Manuscript File	   
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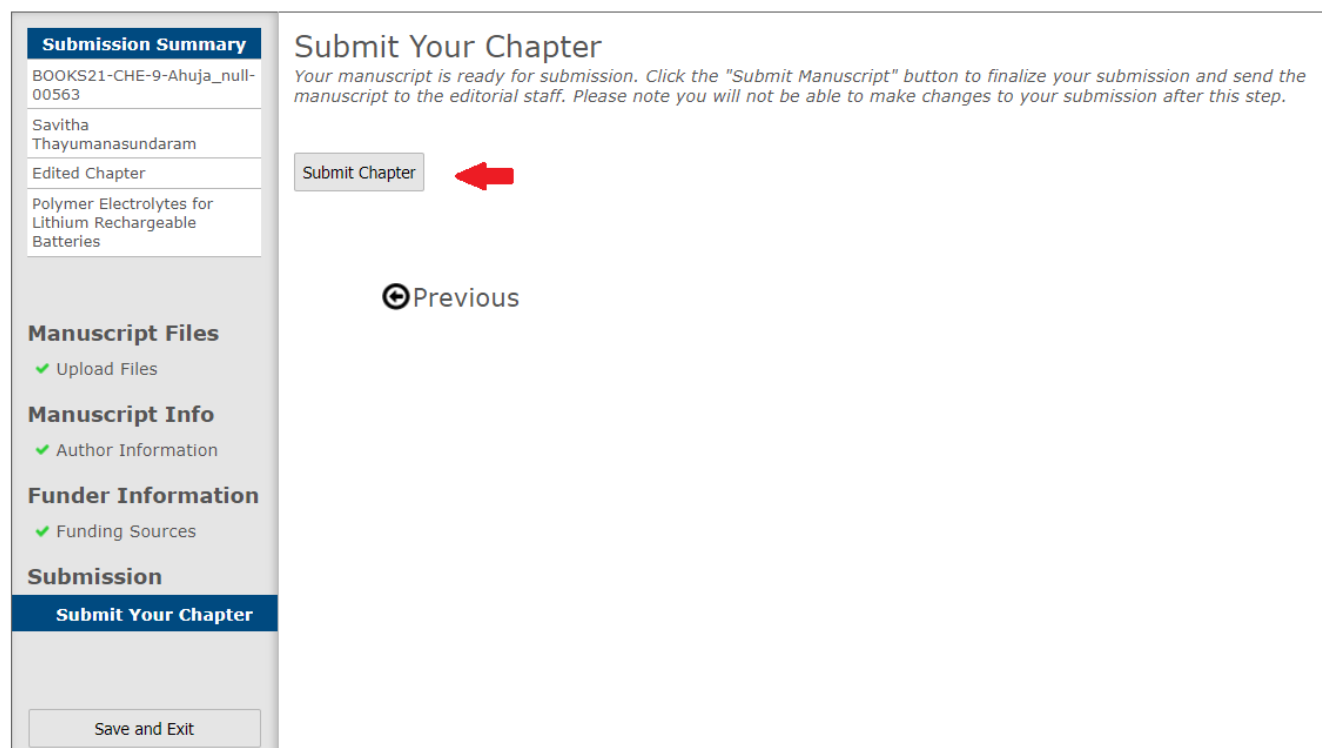
Please complete the following tasks:

1. Click the Chapter link and follow the on-screen instructions. You need to provide a response for anything marked with a red asterisk (\*) to submit your chapter.

**PLEASE NOTE:**

- You must follow instructions on the page to upload chapter and figure files.
  - Update your author information including ORCID and institution.
  - Add any Funder information if applicable.
2. **Authored Books:** When you have correctly entered all the required information on all chapter tabs, complete your submission by clicking "Submit Your Book."
  3. **Edited Books:** When you have correctly entered all the required information for your chapter, complete your submission by clicking "Submit Your Chapter."
  4. You will be redirected to the profile screen to validate your ORCID and institution information.

PLEASE NOTE: Required information is indicated with a red asterisk (\*). Until you complete all the required steps and click “Submit Your Book” or "Submit Your Chapter," your manuscript is not considered as submitted.



The screenshot shows a web interface for submitting a chapter. On the left is a sidebar with a 'Submission Summary' section containing the following text: BOOKS21-CHE-9-Ahuja\_null-00563, Savitha Thayumanasundaram, Edited Chapter, and Polymer Electrolytes for Lithium Rechargeable Batteries. Below this are sections for 'Manuscript Files' (Upload Files), 'Manuscript Info' (Author Information), and 'Funder Information' (Funding Sources). The 'Submission' section is highlighted with a blue bar and contains the text 'Submit Your Chapter'. At the bottom of the sidebar is a 'Save and Exit' button. The main content area is titled 'Submit Your Chapter' and includes the instruction: 'Your manuscript is ready for submission. Click the "Submit Manuscript" button to finalize your submission and send the manuscript to the editorial staff. Please note you will not be able to make changes to your submission after this step.' Below this text is a 'Submit Chapter' button with a red arrow pointing to it from the right. Below the button is a 'Previous' button with a circular arrow icon.

When you have submitted your manuscript, we will send you a link to our keyword assignment site so that you may select keywords for your chapters.

Please select up to 10 keywords per chapter.



## Manuscript Keyword Assignment

AIP Key: 5.5116872  
Manuscript #: BOOKS21-CHE-1-Edited\_SoftMatter1-00604  
Manuscript Title: Origin of Hysteresis in Perovskite Solar Cells  
Authors: Serena

### Instructions

Please use this application to select keyword for your chapter. You may assign up to 10 keywords for the online edition of your book. These keywords will make your work more discoverable so please order them to reflect their importance. When you have finished, click the Approve button. Once approved, you will not have another opportunity to amend this list, so please make sure you are satisfied with these keywords before proceeding

**\*\* You can drag and drop the key terms to re-order \*\***

Rank	Terms	Delete
No data available in table		

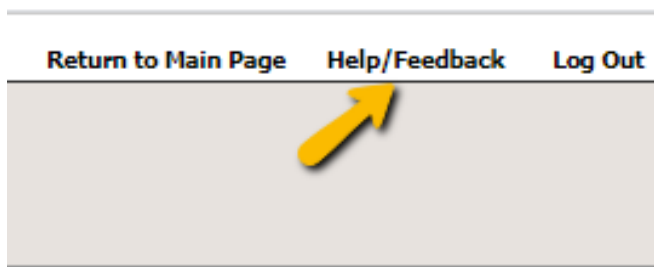
Showing 0 to 0 of 0 entries

Select New Term:

Note that the term you type in may not be available. AIP Publishing maintains a curated list of keywords that is updated regularly. Send any terms not available to your Development Editor so we may evaluate them for our next thesaurus update.

Thank you for submitting your manuscript. You can now take a well-earned break, at least until your proofs come in! Your Production Editor will be in touch shortly with more information about the production process.

If you need additional help, you can click the "Help/Feedback" link at the upper right corner of the page to find the AIP Publishing Books Editorial Office contact information.



Please include the following information in your message:

- The title of your book and its submission number found in the Submission Summary

**Book Submission**  
**Book Title:** Overview of Vacuum Technology Methods  
**Lead Author:** Timothy Gessert

Chapter #1 ✓ Completed	Chapter #2 ✗ Needs Work	Chapter #3 ✗ Needs Work	Chapter #4 ✗ Needs Work	Chapter #5 ✗ Needs Work	Chapter #6 ✗ Needs Work	Chapter #7 ✗ Needs Work	Chapter #8	Chapter #9	Chapter #10	Chapter #11	Chapter #12 ✗ Needs Work
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**Submission Summary**

BOOKS21-CHA-1-Gessert\_null-00543

Scope of Book and Other Resources

Chapter #1

**Manuscript Files**

✓ Upload files per chapter

**Funder Information**

✓ Funding Sources

Save and Exit

Submit Your Book


**Steps to Upload Your Files:**  
 Use the following file naming conventions for your files to assist with the submission process:

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- Figure File - Chapter[#]\_fig[#].ext (ex. Chapter1\_fig1.tif)
- Supplemental Material File - Chapter[#]\_supp[#].ext (ex. Chapter1\_supp1.xlsx)
- Integral Multimedia File - Chapter[#]\_vid[#].ext (ex. Chapter1\_vid1.mp4)






**Use the Browse button to upload files, or drag and drop in the box below.**

1. Click the "Upload Files" button.
2. Click the Auto Order button to arrange the files in the required order, or use the Move icon to manually arrange the files.

Browse

  
 Drop files here

Auto Order

 Chapter1_chapter.docx 87 KB	Manuscript File	   
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- Your full name
- Your contact information, including e-mail address and telephone number
- A description of problem encountered, with screenshots, if possible

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**Once you have submitted your keywords, you have completed the submission process.**

**Congratulations!**

## **Post Manuscript Submission**

### **Subject Index**

As part of AIP's guidelines all book authors, and lead editors will be required to create a subject index post manuscript submission.

- We ask that you identify your terms at proofing stage so that the page numbers will be more accurate versus your manuscript pages.

### **Creating Your Subject Index**

- As you read through your proof, have a blank Word document handy.
- Make a list of subject terms or concepts for each chapter and note the page numbers on which they appear.

Formatting is not hugely important, if you list the page numbers next to their corresponding terms – we will format it accordingly.

**Please note: If significant repagination of page proofs will be required due to corrections, the index will have to be prepared from the revised page proofs.**