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Edition	☐ *New book* ☐ *Revised / new edition of: _____*
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Figures and tables *Approximate number; how many need colour*	
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Back-cover description *150–200 words for readers and the catalogue*	

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Ch.	Section / chapter title	Author(s) / contributor(s) and affiliation	Est. pages
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Front and back matter *Foreword, preface, glossary, appendices, index …*	
Sample material attached	☐ *Sample chapter* ☐ *Preface* ☐ *Chapter summaries* ☐ *None yet*

7. MANUSCRIPT TIMELINE

Milestone	Planned date / duration	Notes
Chapter invitations and confirmations (edited volumes)		
First draft of complete manuscript		
Internal review and revision		
Final manuscript submitted to Aloka		
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Name and designation	Institution	Email	Area of expertise

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