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- ☐ The following front matter and end matter is supplied where required:
  - Title page (mandatory)
  - Table of contents (mandatory)
  - Dedication
  - List of figures/tables/images
  - Author/editor biographies
  - Contributor biographies
  - Foreword
  - Preface
  - Acknowledgements
  - Appendices

Figures and Tables

- ☐ All figures have been extracted and supplied as separate files (tables can remain within the chapter files)
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