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Introduction

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  - Preface
  - Acknowledgments
  - About the book/conference
  - Table of Contents
  - About the Author (for authored books)
  - About the Editor/List of Contributors (for edited books)
  - List of Abbreviations
  - List of Figures and/or Tables

The title page and table of contents MUST appear in the manuscript’s front matter. All other sections listed above are optional. **The above order is not flexible.** We have defined this order as our house style and optimized our publication process to follow it strictly.

- **Text Body**: It comprises the chapters containing the content of the book, i.e., text, figures, tables, and references. Chapters can be grouped together in parts.
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- After the last chapter, the back matter of the book can contain an appendix, a glossary, and/or an index.
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- On average this should be about one or two index entry terms per manuscript page.
- Alternatively please highlight all instances of the word you would like to see indexed in the source files.
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