**PAGE PROOFS**

Page proofs and relevant instructions are sent via email. In the case of books, the code EP can be found at the bottom of the respective webpage. If you see the code PR, and you have not received page proofs or have not responded, please contact Donna Dennis at donna.dennis@novapublishers.com.

Proofs are sent to the Author to check that the manuscript has been properly set in type and allow him/her to correct any typographical errors. No changes in page layout, fonts, sizes, figure and table placement, spacing and styles can be made at the Page Proofs stage. Any changes made in page layout at the Page Proofs stage will be subject to additional fees paid by the author. The Author’s approval for printing is considered final if he or she doesn’t respond to Nova within 7 days after receiving a page proofs letter.