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**Abstract**

This chapter covers how to format your chapter files in the manuscript you will provide to Taylor & Francis. It covers manuscripts supplied in Microsoft Word format. The chapter includes all the basics; the first section covers the text itself and is essential to all books. It emphasises that Taylor & Francis do not have a set house style, but instead require consistency throughout in terms of stylistic choices including spelling and referencing. It also includes guidance for including abstracts, such as the present one, and keywords, as below. The second section includes information on non-textual content and how this is indicated and referred to in the chapter itself, with specific guidance on callouts and captions.