

# Instructions for the Preparation of a Camera-Ready Manuscript

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**Abstract.** These instructions are designed for the author and/or typist and should be read carefully. If they are not adhered to, it may lead to a delay in publication and sub-optimal reproduction quality.

This document follows the IOS Press style for books, as an extra guideline. If you have any questions regarding these instructions, please contact the Book Production Department, by e-mail: *editorial@iospress.nl* or fax +31-20-6203419.

## **Introduction**

It is important that you realize that the manuscript submitted by the volume editor will be almost identical to the final, printed version that appears in the book, apart from the fact that (a) we add page numbers and running headlines; (b) after scanning the manuscript at a high resolution, it is reduced to 80% of its size.

## **1. Typographical Style and Lay-Out**

### *1.1 Type Area*

Always use paper of A4 size. The type area is 15.6 cm wide and 25.2 cm long. This area must be used to the maximum, and at the same time must not be exceeded. The following margin settings in MS Word will produce the correct result, for *A4 size* paper: top 2.5 cm; bottom: 2 cm; left and right: 2.7 cm.

### *1.2 Font*

The recommended type font for running text is 12 point Times New Roman. For lettering in tables and figures you may use Helvetica, Univers or Arial. For literal text, please use one of the sans-serif fonts, or Courier.

Use roman as default type, and keep bold and italics for paragraph headings, sub-headings, author's affiliation, and special emphasis. For font sizes, see Table 1.

**Table 1.** Recommended Font Size

<b>12 point</b>	<b>24 point</b>	<b>10 point</b>	<b>8 or 10 point</b>
– body text – authors’ names and affiliations – paragraph (sub-) headings	– chapter title	– abstract – notes – references – captions and legends of illustrations	– lettering in illustrations

### *1.3 Title Page*

Leave the first two lines on the title page blank. Type the title, leave two lines blank, and type the author’s name and affiliation. Use capitals for the author’s surname. Use italics for the author’s affiliation. Leave another two lines blank and type the abstract at a width of 12 cm, in the centre of the page (indent left and right 1.8 cm). Leave two lines blank before starting the first paragraph.

### *1.4 General Lay-Out*

- Use single line spacing throughout the document.
- Keep all text aligned justified, and only centre the chapter title, author’s name and affiliation, and captions and legends of illustrations.
- Start a new paragraph by indenting it from the left margin, not by leaving a line blank, except after a (sub-)heading.

#### *1.4.1 Paragraph (Sub-)Headings*

- Paragraph headings should be preceded by two blank lines and followed by one blank line.
- Keep headings flushed left.
- Number headings and sub-headings consecutively in Arabic numbers and type them in bold, respectively italics.

#### *1.4.2 References*

References to the literature should be mentioned in the main text by an Arabic number in square brackets. Use the Citation-Sequence System and list the numbered references at the end of each paper or chapter, under the heading **References**.

As regards the content, form and punctuation, if the volume editor has not expressed a preference for one particular style, authors should select the most appropriate style, and use it *consistently*.

## 2. Illustrations

### 2.1 General Remarks

- The text should include references to all illustrations. Keep in mind the distinction between figures and tables (the latter only contain alpha–numerical characters).
- Number tables and figures consecutively, not section-wise.
- Do not assemble illustrations at the back of your article, but incorporate them in the text, as close as possible to the first reference.
- Illustrations should be centred on the page, except for very small figures (max. width 7 cm), which may be placed side by side. Centre figure captions *below* the figure, table captions *above* the table.

### 2.2 Format of Illustrations for a Camera-Ready Manuscript

- Photocopies and illustrations sent by fax are not of sufficient quality and will not be accepted.
- Do *not* use illustrations taken from the Internet. The resolution of images intended for viewing on a screen is not sufficient for print.
- Please try to avoid using images with a black or very dark background.
- For a better result, do not paste photographs, or other *half-tones/greyscale illustrations* into the manuscript but submit them separately, on glossy paper. Please ensure there is sufficient space in the Camera-Ready manuscript to insert them.
- If you are incorporating screen captures, keep in mind that the text may not be legible after reproduction. (Using a screen capture tool, instead of the Print Screen option of pc's, might help to improve the quality.)
- During the production process the entire manuscript will be reduced to 80% of its original size. All tables and illustrations must allow for this, in terms of size and quality. Please keep the following points in mind:
  - the minimum *font size* for characters in tables is 10 points, and for lettering in other illustrations, 8 points.
  - on maps and other figures where a *scale* is needed, use bar scales rather than numerical ones (of the type 1:10,000).

### 2.3 Colour Illustrations

Please note, that illustrations will only be printed in colour if the volume editor or the author agrees to pay the extra printing costs. If it is not yet clear whether the illustration will be printed in black & white or colour, you should submit a hard copy of both versions.

Do *not* use colour in illustrations that must be printed in black & white, because this will greatly reduce the print quality. (Note that in software the default often is colour, so you may have to change the settings.)

### **3. Fine Tuning**

- *Type area:* Do not end a page with one or more blank lines, except (a) to avoid ‘widow’ headings; (b) at the end of a chapter.
- *Footnotes:* Keep footnotes to a minimum, or list them as endnotes before the References.
- *Capitalization:* Use initial capitals in chapter titles and headings, with the exception of prepositions, articles and other ‘form-words’, e.g.: “the”, “about” and “in”.
- *Alignment:* Is all the text justified, and the chapter title, author’s name and affiliation centred ?
- *Page numbers:* Please delete any page numbers and/or running headlines before printing the manuscript.

### **4. Submitting the Manuscript**

After proofreading and making the final changes, print a clean copy, laser-print quality, one-sided on A4 paper. Write your name and the page number in pencil on the back of each sheet (top right-hand corner). Mark the very last sheet as ‘last page’. Submit this hard copy of the Camera-Ready manuscript and an identical, electronic copy in MS Word on IBM-compatible disk to the volume editor.

### **References**

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