

October 2004

Instructions for the Preparation of a Camera-Ready Manuscript in MS Word

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Abstract. These instructions are designed for the Preparation of a Camera-Ready Manuscript in MS Word ² and should be read carefully. If they are not adhered to, it may lead to a delay in publication and sub-optimal reproduction quality. If you have any questions regarding the instructions, please contact the Book Production Manager, by e-mail: bookproduction@iospress.nl or fax: +31-20-7880065 or +31-20-6203419.

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Introduction

This document provides instructions for style and layout, information on installing the Word template available from our website (optional) and how to submit the final version. Although it was written for individual authors contributing to IOS Press books, it can also be used by the author/editor preparing a monograph or an edited volume.

Note that using the Word template is optional, and intended for experienced users. Unfortunately IOS Press can not give technical support on it. However, we strongly recommend that you download and install the template, and use it where you can. These Instructions also contain the necessary information for manual editing.

Authors should realize that the manuscript submitted by the volume editor to IOS Press will be almost identical to the final, printed version that appears in the book, except for the pagination and the insertion of running headlines. Proofreading as regards technical content and English usage is the responsibility of the author.

1. Microsoft Word Template

The MS Word template *IOSPressBookArticle.dot* can be downloaded from the Author's Corner at www.iospress.nl. Place the file in any of the directories where MS Word

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² For authors using LaTeX separate Instructions as well as template files for LaTeX2e are available from the Author's Corner on www.iospress.nl. LaTeX styles required for the LaTeX template are also available.

October 2004

looks for templates. These directories are defined within MS Word under *Tools/Options/File Locations*.

1.1. Creating a New Document with the Word Template

In order to create a new document, do the following:

- Within MS Word, choose *File/New*.
- Define the type area as indicated in Section 2.1.
- Select the template *IOSPressBookArticle.dot* from the list of templates. Note that the dot extension may not be visible; this depends on the user's preferences for displaying file extensions.
- Use the styles defined in the template as much as possible to format your text (see Table 1).

Table 1. The styles defined in *IOSPressBookArticle*.

Style name	Use for	Short Description
Abstract	The Abstract	Font: 8 pt, roman. Alignment: justify. Indent: left 1.5 cm, right 1.5 cm. Space before Abstract: 24 pt. Use bold for the word "Abstract."
Affiliation	The affiliation(s) of the author(s)	Font: 10 pt, italic. Alignment: centered.
Author	The author(s) of your document	Font: 10 pt, roman. Alignment: centered. Use capitals for the surnames.
CaptionLong	Captions and legends of illustrations of more than one line	Font: 8 pt, roman. Alignment: justify. Space before 4 pt, space after 4 pt.
CaptionShort	Captions and legends of illustrations with more than one line	Font: 8 pt, roman. Alignment: centered. Space before 4 pt, space after 4 pt.
Equation	Equations	Indent: left 0.8 cm. Space before 12 pt, space after 12 pt.
Footnote	Footnotes	Font: 8 pt, roman. Alignment: justify.
Heading 1	The first level headings	Font: 10 pt, bold. Alignment: left. Space before 24 pt, space after 12 pt. Do not hyphenate.
Heading 2	The second level headings	Font: 10 pt, italic. Alignment: left. Space before 12 pt, space after 12 pt. Do not hyphenate.
Heading 3	The third level headings	Font: 10 pt, italic. Alignment: left. Space before 12 pt, space after 6 pt. Do not hyphenate.
Heading 4	The fourth level headings	Font: 10 pt, italic. Alignment: left. Space before 6 pt. Do not hyphenate.
HeadingUnn1	First level unnumbered heading. Use for the Introduction, Acknowledgements, Appendix, Notes, References	Font: 10 pt, bold. Alignment: left. Space before 24 pt, space after 12 pt. Do not hyphenate. Unnumbered.

October 2004

Style name	Use for	Short Description
HeadingUnn2	Secondary unnumbered heading	Font: 10 pt, italic. Alignment: left. Space before 12 pt, space after 12 pt. Do not hyphenate. Unnumbered.
Keywords	The keywords	Font: 8 pt, roman. Alignment: justify. Indent: left 1.5 cm, right 1.5 cm. Space before Keywords: 12 point. Use bold for the word "Keywords."
LISTbul	Unnumbered lists, with bullit	Font: 10 pt, roman. Indent: left 0.63 cm. Indent: hanging: 0.63 cm.
LISTdescription	Unnumbered list with description	Font: 10 pt, roman. Indent: hanging 0.8 cm
LISTnum	Numbered lists	Font: 10 pt, roman. Indent: left 0.63 cm. Indent: hanging: 0.63 cm.
NoindentNormal	The first paragraph of running text after headings.	Font: 10 pt, roman. Do not indent first line.
Normal	Running text	Font: 10 pt, Times New Roman. Alignment: justify. Indent first line: 0.63 cm.
Notes	Endnotes	Font: 8 pt, roman. Alignment: justify.
References	Bibliographic References, Citation- Sequence System	Font: 8 pt, roman. Alignment: justify. Indent: hanging 0.63 cm.
Table	The table text	Font: 8 pt, roman. Alignment: left
Title	The title of your document	Font: 20 pt, roman. Alignment: centered. Space before: 24 pt, space after 16 pt.

1.1.1. Notes on Table 1

A note on **spacing**: in Table 1 certain elements are defined with 'paragraph spacing', i.e. extra space before and after the paragraph (marked by ¶). This must not be confused with line spacing, which should be single throughout the document).

A note on **lists**: If you do not use the template styles for lists but edit the text manually, please use one of the automatic listing options in MS Word.

1.2. Re-Formatting an Existing Document with the Template

In order to apply the *IOSPressBookArticle* template to an existing MS Word document, do the following:

- Open the document in MS Word.
- Define the type area as indicated in Section 2.1.
- Choose *Tools/Templates and Add-ins* and attach the *IOSPressBookArticle* template to the document. Ensure that the box labelled Automatically Update Document Styles is set, as in Figure 1.
- Click OK.
- Choose *Edit/SelectAll* and apply the Normal style to all selected text (i.e., to the whole document).
- Save the document at this stage.

October 2004

- Now work your way down through the document, applying styles to the text.

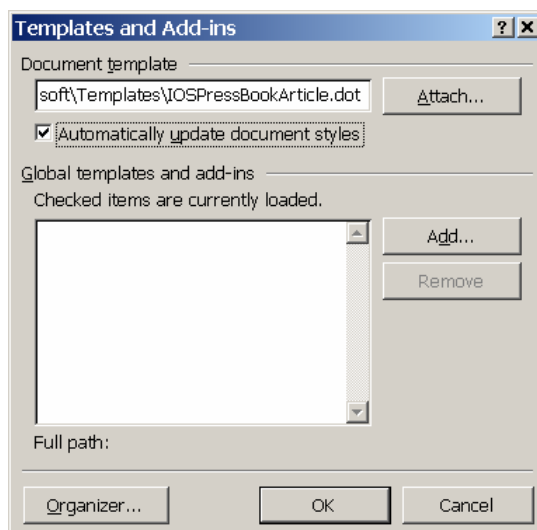


Figure 1. Setting for document template

2. Typographical Style and Layout

2.1. Type Area

Always select A4 as the paper size in the document settings and use A4 for the hard copy of the manuscript. The type area is 12.4 cm wide and 20 cm long. This area must be used to the maximum, and at the same time must not be exceeded. The following margin settings for *A4 size* paper will produce the correct result: top 5.5 cm; bottom: 4.2 cm; left and right: 4.3 cm, header: 4.5cm, footer: 4.0 cm.

2.2. Font

The recommended type font for running text (body text) is 10 point Times New Roman. If this font is not available, use the most similar font that you can get. For literal text, please use one of the sans-serif fonts, or Courier.

Use roman as default style, and keep bold and italics for section headings, sub-section-headings, author's affiliations, and special emphasis. Font sizes and styles are indicated in Table 1. In order to get the correct font size and spacing, use the template styles as much as possible to format your text.

2.3. Title Page

Apply the styles defined in Table 1 for the title, author's name, affiliation(s) and abstract. *Please ensure there is a 24 pt blank line before the title!* Use capitals for the

October 2004

author's surname. We recommend you use superscripted alphabetic characters to identify the connections between multiple authors and their affiliations.

Use bold for the words "Abstract." and "Keywords." The first sentence of the Abstract should follow the word "Abstract." on the same line.

2.4. General Layout

Use single line spacing throughout the document.

Keep the abstract, running text and long captions justified; the table text, section headings and references aligned left and center only the chapter title, author's name and affiliation.

Indent the first line of each paragraph by 0.63 cm, except for the first paragraph after a heading.

2.5. (Sub-)Section Headings

Apply the styles defined in Table 1 to the headings.

Use initial capitals in the headings, except for articles (a, an, the), coordinate conjunctions (and, or, nor), and prepositions, unless they appear at the beginning of the heading.

Whether or not you use automatic numbering, please check it carefully.

Keep headings flushed left.

Headings should not have a full stop at the end.

2.6. Footnotes and Endnotes

Please keep footnotes to a minimum. If they take up more space than roughly 10% of the type area, list them as endnotes, before the References. Footnotes and endnotes should both be numbered in arabic numerals and, in the case of endnotes, preceded by the heading "Endnotes".

2.7. References

References to the literature should be mentioned in the main text by arabic numerals in square brackets. Use the Citation-Sequence System, which means they are "listed and numbered in the sequence in which they are 1st cited. (...) Subsequent citations of the same document use the same numbers as that of its initial citation"[1].

To produce the reference list at the end of the article, type the reference number in square brackets, insert a tab and type the text. (Use a hard return at the end of each reference only. When the references are complete, select them all, and apply the style References from the template. For manual editing choose *Format/Paragraph*, and from the *Indentation Special* menu select "Hanging": 0.63 cm. Click OK.

As regards the content, form and punctuation of the References, if the volume editor has not expressed a preference in this matter, authors should select the format most appropriate to their article, and use it *consistently*.

3. Illustrations

3.1. General Remarks on Illustrations

The text should include references to all illustrations.

Refer to illustrations in the text as Table 1, Table 2, Figure 1, Figure 2, etc., not with the section or chapter number included, e.g. Table 3.2, Figure 4.3, etc. Do not use the words “below” or “above” referring to the tables, figures, etc.

Do not collect illustrations at the back of your article, but incorporate them in the text. Position tables and figures at the top or bottom of a page, with at least 2 lines extra space between tables or figures and the running text.

Illustrations should be centered on the page, except for small figures that can fit side by side inside the type area. Tables and figures should not have text wrapped alongside.

Place figure captions *below* the figure, table captions *above* the table. Use bold for table/figure labels and numbers, e.g.: **Table 1.**, **Figure 2.**, and roman for the text of the caption. Keep table and figure captions justified. Center short figure captions only.

The minimum *font size* for characters in tables is 8 points, and for lettering in other illustrations, 6 points.

On maps and other figures where a *scale* is needed, use bar scales rather than numerical ones of the type 1:10,000.

3.2. Quality of Illustrations

Please try to avoid using images with a black or very dark background.

For a better result photographs or biological plates *should be submitted printed* on glossy paper with the hard copy of the manuscript.

Do *not* use illustrations taken from the Internet. The resolution of images intended for viewing on a screen is not sufficient for the printed version of the book.

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).

Please keep in mind our recommendations for the font size in tables and illustrations.

3.3. Color Illustrations

Please note, that illustrations will only be printed in color if the volume editor agrees to pay the production costs for color printing. However, you should *not* use color in illustrations that must be printed in black and white, because this will greatly reduce the print quality. (Note that in software the default often is color, so you may have to change the settings for these illustrations.)

4. Equations

Position equations flush left with the margin, preceded as well as followed by one blank line, or use the style defined in *IOSPressBookArticle*.

October 2004

Number equations consecutively, not section-wise. Place the numbers in parentheses at the right-hand margin, level with the last line of the equation. Refer to equations in the text as Eq. (1), Eqs. (3) and (5).

5. Fine Tuning

5.1. Type Area

Check once more that all the text and illustrations are inside the type area and that the type area is used to the maximum. You may of course end a page with one or more blank lines to avoid 'widow' headings, or at the end of a chapter.

5.2. Capitalization

Use initial capitals in the title and headings, except for articles (a, an, the), coordinate conjunctions (and, or, nor), and prepositions, unless they appear at the beginning of the title or heading.

5.3. Delete Page Numbers and Running Headlines

Make sure the manuscript has no page numbers or running headlines. These elements will be added by the publisher.

6. Submitting the Manuscript

Submit the following to the volume editor:

1. Source files (MS Word document and source files for embedded illustrations);
2. Identical hard copy laser printed, one-sided, on A4 paper;
3. High resolution PDF file with all fonts embedded. (Choose the job option *Print-Optimized* in Adobe Acrobat Distiller.)

If the volume editor requires you to submit your paper electronically, IOS Press will ask the editor to print out the hard copy and send it to IOS Press with the electronic files.

References

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- [4] T.X. Confortavit, *Seras*, Portarum, New York, 1995.
- [5] P.A. Deus, Ater hoc et filius et mater praestet nobis, *Paterhoc* **66** (1993), 856–890.