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Instructions for the Preparation of an Electronic Camera-Ready Manuscript in LaTeX

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Abstract. These instructions are designed for the Preparation of an Electronic Camera-Ready Manuscript in LaTeX ² and should be read carefully. If you have any questions regarding the instructions, please contact the Book Production Department, by e-mail: bookproduction@iospress.nl or fax: +31-20-6870039.

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Introduction

This document provides instructions for style and layout 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.

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.

A template file for LaTeX2e is available from the Author's Corner on www.iospress.nl. LaTeX styles required for the LaTeX template are also available.

1. Typographical Style and Layout

1.1. Type Area

Select A4 as the paper size in the document settings, not Letter Size. 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.

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² For authors using MS Word separate Instructions as well as a Word template are available from the Author's Corner on www.iospress.nl.

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1.2. Font

Please avoid using Type III fonts.

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.

1.3. 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.

1.4. (Sub-)Section 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.

1.5. 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".

1.6. 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].

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*.

2. Illustrations

2.1. 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.

2.2. Quality of Illustrations

Use only Type I fonts for lettering in illustrations.

Include graphics in Encapsulated postscript (EPS) format. 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).

2.3. 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.)

Illustrations that must be printed in colour should be enclosed as CMYK-encoded EPS files.

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3. Equations

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).

4. Fine Tuning

4.1. 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.

4.2. 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.

4.3. Page Numbers and Running Headlines

You do not need to include page numbers or running headlines. These elements will be added by the publisher.

5. Submitting the Manuscript

Submit the following to the volume editor:

1. The main source file, and any other required files. Do not submit more than one version of any item.
2. Identical high resolution PDF file with all fonts embedded. First produce a Postscript file from LaTeX with DVIPS version 5.56 or higher. The option “-M” (don’t make fonts) should be indicated. Use Adobe Acrobat Distiller to produce the PDF and choose the job option *Press-Optimized*.

References

- [1] *Scientific Style and Format: The CBE manual for authors, editors and publishers*. Style Manual Committee, Council of Biology Editors. Sixth ed. Cambridge University Press, 1994.
- [2] L.U. Ante, Cem surgere: Surgite postquam sederitis, qui manducatis panem doloris, *Omnes* **13** (1916), 114–119.
- [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.