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

Book Production MANAGER [a,1], Second AUTHOR [b] and Third AUTHOR [b]

[a] *Book Department, IOS Press, The Netherlands*

[b] *Short Affiliation of Second Author and Third Author*

Abstract. These instructions are designed for the Preparation of an Electronic Camera-Ready Manuscript in MS Word[2] and should be read carefully. If you have any questions regarding the instructions, please contact the Book Department by e-mail: *bookproduction@iospress.nl*.

Keywords. electronic camera-ready manuscript, IOS Press, MS Word, layout

1. Introduction

Although this document 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 in MS Word. Authors should realize that the manuscript submitted by the volume editor to IOS Press will be almost identical to the final, published 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.

2. Formatting the manuscript

Please see www.iospress.nl/service/authors in order to download the two available templates:

- *IOSPressBookArticleWordTemplate*
- *IOSPressBookArticleWordTemplate_with_Text*

Either can be used to apply styles to your document.

---

[1] Corresponding author, Book Department, IOS Press, Nieuwe Hemweg 6B, 1013 BG Amsterdam, The Netherlands; E-mail: bookproduction@iospress.nl.

[2] For authors using LaTeX separate Instructions as well as a template file for LaTeX2e are available from www.iospress.nl/service/. LaTeX styles required for the LaTeX template are also available.

Note that using the Word template file is optional, and intended for experienced users. Unfortunately IOS Press can not give technical support on it. However, we recommend that you download and install the template, and use it if you can.

In Word 2007, click on the Office button > New > My Templates or Installed Templates). In Word 2010 and 2013, click on File > New > My Templates or Installed Templates.

Choose either of the IOSPressBookArticleWordTemplate files.

For manual formatting, follow the styles defined in table 1 and the instructions below:

Table 1. The styles defined in *IOSPressBookArticleWordTemplate*.

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 Acknowledgements, Appendix, Notes, References	Font: 10 pt, bold. Alignment: left. Space before 24 pt, space after 12 pt. Do not hyphenate. Unnumbered.
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.".

Style name	Use for	Short Description
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.

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.

3. Typographical Style and Layout

3.1. 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, but 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.

3.2. Font

The recommended type font for running text (body text) is 10 point Times New Roman. 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.

3.3. 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 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.

3.4. 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.

3.5. (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.

3.6. 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".

3.7. 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*.

4. Illustrations

4.1. 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 with at least 2 lines extra space between them 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.

4.2. Quality of Illustrations

Avoid using illustrations taken from the Web. 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.

Ensure consistency by using similar sizes and fonts for a group of small figures. To add lettering to figures, it is best to use Helvetica or Arial (sans serif fonts) and avoid effects such as shading, outline letters etc.

4.3. Color Illustrations

Illustrations will only be printed in color if the volume editor agrees to pay the production costs for color printing. Color in illustrations will be retained in the online (ebook) edition.

5. Equations

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

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).

6. Fine Tuning

6.1. 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.

6.2. 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.

6.3. Page Numbers and Running Headlines

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

7. Submitting the Manuscript

Submit the following to the volume editor:

1. MS Word document;
2. Identical high resolution PDF file with all fonts embedded. We recommend Adobe Acrobat Distiller and the job option *Press-Optimized*.)

Please make sure you do not submit more than one version of any item.

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.