

General Instructions for Authors

This guide is designed to help in the preparation and presentation of manuscripts and to establish general stylistic conventions. An author's first priorities should be clarity and consistency.

Software used

Authors may use the following software to prepare their manuscripts:

(a) LaTeX2e ;

(b) MS Word (please specify the version used).

Also, please inform the publisher whether it is done in PC, Unix or Macintosh format.

Manuscript Preparation

Language

Either **British** or **American** English can be used, but be consistent within your manuscript.

Structuration of the manuscript

To guarantee a smooth publication process and a seamless transformation of your manuscript into the final layout, the manuscript needs to be structured in correct order.

Front Matter: Title page*, Dedication (optional), Foreword (optional), Preface (optional), Table of Contents, List of abbreviations (optional).

*Title Page

Please include all author names (for contributed books, the editor names) and their affiliations, the book title and subtitle. Ensure that the sequence of the author names is correct and the title of your book is final when you submit your manuscript. Please also supply all the email addresses and telephone numbers and in case of multiple authors or editors, clearly indicate the corresponding author or editor.

Text Body: It comprises the chapters containing the content of the book. Chapters can be grouped together in parts. Chapters contain the actual content of the book, i.e., text, figures, tables, and references. Chapters can be grouped together in parts; subparts are not possible. Decide the numbering style for the chapters and apply this style consistently to all chapters. For numbered chapters, use **Arabic** numerals and number the chapters consecutively throughout the book (Chapter 1, Chapter 2, etc.), i.e., do not start a new with each part. If there are parts, use **Roman** numerals for parts (Part I, Part II, etc.).

Headings and Heading Numbering

Heading levels should be clearly identified and each level should be uniquely and consistently formatted and/or numbered. Use the decimal system of numbering if your headings are numbered. Never skip a heading level. The only exceptions are run-in headings which can be used at any hierarchical level.

Equations and Program Code

In Word, use the Math function of Word 2007 or 2010, MathType, or Microsoft Equation Editor with Word 2003 to create your equations, and insert the graphic into your text file as an object. In LaTeX, use the Math environment to create your equations.

Back Matter: Appendix (optional), glossary (optional), bibliography section (optional), index (optional).

Tables and Illustrations

Tables: Give each table a caption. If necessary, add a reference citation to the table source at the end of the caption. Number tables consecutively using the chapter number (e.g. Table 1.1 for the first table in Chap. 1) and ensure that all tables are cited in the text in sequential order. Do not write “the following table”. Use the table function to create and format tables. Do not use scanned tables.

Illustrations: Give each illustration a caption. If necessary, add a reference citation to the table source at the end of the caption. Number illustrations consecutively using the chapter number (e.g. Figure 1.1 for the first illustration in Chap. 1) and ensure that all illustrations are cited in the text in sequential order. Do not write “the following illustration”.

Illustrations should be saved as EPS, jpeg or tiff files with the fonts embedded. Microsoft Office files (Excel or PowerPoint) can be submitted in the original format (xls,xlsx, ppt, pptx). Illustrations must be saved with a minimum resolution of 300 dpi. Do not use Web illustrations (inadequate resolution of 150 dpi).

If the manuscript contains color figures, see with the editor for the final print version: it may be printed in black and white. So, do not refer to color in the captions and make sure that the main information will still be visible if converted to black and white. A simple way to check this is to make a black and white printout to see if the necessary distinctions between the different colors are still apparent. Color illustrations should be submitted as RGB (8 bits per channel).

Ensure consistency by using similar sizing and lettering for similar figures. Ideally, you should size figures to fit in the page or column width. To add lettering, it is best to use Helvetica or Arial (sans serif fonts) and avoid effects such as shading, outline letters, etc. Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt). Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.

Ensure all labels/annotations are sharp and clear for reproduction (see section *Permissions* below).

References

Cite references in the text with author name(s) and year of publication in parentheses or cite with reference numbers in square brackets either sequential by citation or according to the sequence in an alphabetized list (ex. [5, 2]). Include a reference list at the end of each chapter or at the end of the book.

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