Instructions for the Preparation of a Camera-Ready Manuscript in LaTeX

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Abstract. These instructions are designed for the Preparation of a Camera-Ready Manuscript in LaTeX [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.

Keywords. Camera-ready manuscript, IOS Press, LaTeX, book, layout, style

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.

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.

1. Typographical Style and Layout

1.1. 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.

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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.

1.2. 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.

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.

Please check the numbering of the headings carefully. Headings should not have a full stop at the end.

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

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).

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

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.

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. 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.

5. Submitting the Manuscript

Submit the following to the volume editor:

1. Source files (LaTeX files and source files for embedded illustrations, with clear filenema, such as fig1.eps;);
2. Identical hard copy laser printed, one-sided, on A4 paper;
3. High resolution PDF file with all fonts embedded.

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

[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.