



# Instructions to authors for the preparation of manuscripts for Quarto size books



Failure to comply with these instructions may lead to a delay in the publication of the book.

## Before you start to prepare your manuscript or chapter, please read the following checklist:

- All work must be produced electronically and be PC compatible.
- Ms/chapters must be prepared using the templates for MSWord or LaTeX
- It must be submitted in both its original native file format (MSWord or LaTeX) and if possible as a \*PDF file.
- You must provide a hard-copy printout of your ms/chapter, together with a disk containing the file(s) for the current version of your ms/chapter.
- All work must be submitted by the due date

### \*PDF SPECIFICATIONS - It is important that you use the following values in the set-up of Acrobat Distiller.

Open Acrobat Distiller and set the job options to 'Press'

Click on the <SETTINGS> tab, then on <JOB OPTIONS> and then on the <FONTS> tab and tick the box that says 'Embed all fonts'.

Tick the following box that says 'Subset embedded fonts....' and enter 100% in the box next to it.

Click on the <GENERAL> tab and set the Compatibility to AROBAT 4.0

Un-tick the box that says 'Optimize for Fast Web View'.  
In the 'Resolution' box enter 2400 dpi.

### PUBLISHING AGREEMENT

Ensure you sign and return the **PUBLISHING AGREEMENT** form which was sent to you with these instructions.  
It can be down-loaded from our web site.

## DOWNLOADS

Download the following files from our web site at:

[http://www.witpress.com/author\\_instruction.html](http://www.witpress.com/author_instruction.html)

1. *These author instructions.*
2. *Example pages.*
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5. *Word Template instructions (Template Instructions.doc)*
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## HELPLINE

If you are not clear about any of the instructions or would like further information on formatting, please contact:

**Brian Privett, Head of Production,**

**Email: [bprivett@witpress.com](mailto:bprivett@witpress.com)**

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**TEMPLATES** - Ensure you use the templates for MSWord and for LaTeX. Get them from our website at:

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## STYLE FOR EDITED BOOKS OR MONOGRAPHS

For authors who are contributing a paper(s) or chapter(s) in books comprising of several contributors, whose work is compiled by an editor, please follow the style in **THE FIRST PAGE** section below for the opening page, or first page, of your work.

If you are the sole author of a work, to be published in its entirety, as a single volume, a different style may be adopted for the opening chapter pages, which may include chapter numbers, for instance. Publishing staff will be pleased to assist you should you need help or advise regarding style matters.

**TEXT AREA** - The area in which you are to key your text is 202mm deep x 135mm wide. You must contain all text matter and any figures within this area and ensure that the margins are consistent on all pages. Paper margins must be equal on both sides and equal on the top and bottom. Do not use corner/tick marks.

**MAIN TEXT LAYOUT** - You should set the main text in 10 point Times Roman or Times New Roman (normal), not in bold, using single line spacing. All text should be produced as a single column and JUSTIFIED throughout. See Example pages for reference, and use available templates.

**THE FIRST PAGE** - This contains the title of the paper, the author names, organisation and country (do NOT put the full postal address or your email address), the abstract (or introduction), and the first part of the paper.

Start the title of your paper 35mm down from the top of the specified typing area in Times Roman font, size 16 point bold, range left. Only the first letter of the first word should be a capital, unless proper nouns are used, the rest must be all in lower case letters.

Follow this (with one 16pt line space in between) on a new line, with the authors' names, without degrees or qualifications, in Times Roman font, size 12 point, normal, range left. (*See example pages for style where several authors at different organisations are contributing*).

Follow this, on a new line, with the authors' organisation and country only (do not enter an email address and do not write the full postal address, although you may add the name of your department), in Times Roman font, size 11 point, range left, *italic*.

Now start the abstract/introduction, with the heading two line spaces below the last line of the address and set in Times Roman, size 12pt bold. Leave one line space and then start the text of the abstract, set in Times Roman font, size 10 point, normal, justified with single line spacing. The abstract/introduction will consist of approximately 300 words. It must not run over onto the next page.

**continued.....**

**HEADINGS** - Headings should be set aligned left, as shown below. Please number your headings using the system shown below.

## 1 Main section headings

These should be set in 12pt Times Roman bold, with one complete line space above and below. The text following a main heading should not be indented.

### 1.1 Second level headings

These should be set in 10pt Times Roman bold, with one complete line space above and below. The text following a secondary heading should not be indented.

#### 1.1.1 Third level headings

These should be set in 10pt Times Roman bold, with one complete line space above, but none below. The text following a third grade heading should not be indented.

**1.1.1.1 Fourth level headings** These should be set in 10pt Times Roman bold with one line space above. Leave two character spaces after the heading, do not insert a full stop and run the text on, as shown here.

**PARAGRAPHS** - Paragraphs should be indented 5mm, ideally using the tab tool, (or 5 character-spaces). Do not use indented paragraphs after headings - see above. Do not put a line space between paragraphs.

**DISPLAYED EQUATIONS** - All equations must be clearly set. Please note that our house-style includes the use of punctuation, using commas between different parts of the same equation and full points (full stops/periods) at the end. When referring to equations in the text, preface the number with the word 'eqn' or 'eqns' and place the number within brackets i.e. eqn (1). Displayed equations should be numbered simply (1), (2), (3), etc. The numbers should appear at the right of the equation, flush with the text on the right side. Do not set them in bold type. See enclosed examples. Please ensure that subscripts and superscripts are clearly legible.

**TABLES** - Tables must be set as part of the text, but smaller type sizes may be used, providing they are clearly legible, to enable the table to fit the space. All tables must have a caption centred over the table. If the caption is more than one line, then the second and subsequent lines must be left aligned with the first word of the caption and should be set justified (see example). Captions should be numbered sequentially starting with number 1, i.e. Table 1: Input data. Leave one line space above and below tables. Large tables may be set landscape, i.e. sideways on the page, reading up. Do not set captions in bold.

**FIGURE CAPTIONS** - Captions to figures, (photos, diagrams, and/or illustrations) should be set text size and centred below the figure. If the caption is more than one line in length please follow the alignment style as given in the table captions, above. All figures must be numbered sequentially starting with number 1, i.e.

Figure 1: Velocity fields.

Leave two line spaces between the caption and the text. Do not set captions in bold or italic.

## **PHOTOGRAPHS, ILLUSTRATIONS, FIGURES,**

**DIAGRAMS AND MAPS ETC.** - These must be integrated within the electronic file and positioned in the correct part of the page. If you have original drawings or photos you must scan them and place them in the file.

Photos and figures etc. should be placed either at the top or bottom of the page type area, positioned centrally on the width of the page and close to their text reference. They should not appear on the opening page (first page) or after the references and must fit within the page text area. Try to avoid boxing text between two illustrations on a page as this can sometimes make reading more difficult. Please ensure that all spelling and annotations, (numbers, letters, symbols and captions) conform to their usage in the text.

**COLOUR ORIGINALS** - We do accept colour originals, but be aware that although they will, if selected, appear in our on-line electronic library in colour, they will only be reproduced in black/white in the book. You should consider the conversion to black and white carefully, for what may appear to be clear when in colour, i.e. multiple lines on a graph, may make little sense when viewed in black only.

Colour figures must be embedded in the pages of your paper, preferably as tif.files. Try and avoid saving figures in other file formats, ie. gif or jpeg.

**REFERENCES** - References should be collected at the end of the manuscript/paper in numerical order and set in the following order: Author surname, initials, title, publication, volume, page range, year. The first citation in the text should correspond with the first name on the reference list. In the text a reference is shown by the author's name, followed by the number in square bracket on the same line (e.g. Funke [5]). Refer to the examples included with these instructions.

Do check your final ms/chapter to ensure that references within the text correspond to the reference list at the end.

**FOOTNOTES** - Footnotes to the text should NOT be used.

**CONSISTENCY OF STYLE** - Be consistent in the use of punctuation, figures, capital letters and abbreviations, and even more importantly in nomenclature and symbols.

**LANGUAGE** - It is important that the grammar and spelling of your paper is correct. If English is not your first language, please have a native English speaking colleague check your paper for you.

When finished, double-check the whole paper thoroughly and ensure that all figures, captions, tables, equations etc. are legible, as these often present problems.

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