

Chapter Title (A/S)

# PREPARING AN ELECTRONIC-READY CHAPTER USING THE KAP NATO TEMPLATE

Chapter Subtitle

*For Microsoft Word*

Heading Other

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Copyright

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## **PREPARING AN ELECTRONIC-READY CHAPTER USING THE KAP NATO TEMPLATE**

SHORT TITLE: PREPARING AN ELECTRONIC-READY CHAPTER

JOSEPH KAYE\*

*Institute of Chemical Technology, Technicka 5, 166 28 Prague 6, Czech Republic*

J. ALFRED PRUFROCK

*Boston Hospital, 1 Beacon Street, Boston, MA 02018*

**Abstract.** The purpose of this leaflet is twofold: firstly, to describe how to use the NATO (Electronic-Ready Copy) template for Word, and, secondly, to furnish an example showing how the various elements of a technical paper should look when using the NATO template.

**Keywords:** artwork; AutoFormat; file submission; fine shading; graphic-file submission; paragraph-level formatting; permissions; styles

For your convenience, these keywords are linked to their occurrence in the text.

### **1. Introduction**

Please read the following paragraphs carefully. Meticulous attention to the guidelines will help not only the publisher but also the author, since careful preparation is the most important single factor assuring error-free printed text that precisely reflects the author's intent.

The NATO template has been made to help tag the various elements of your text with Word styles (rather than doing the layout as with Camera-Ready Copy) in order to expedite and assure proper typesetting/layout. This will enable new and future endeavors where digital content is the fundamental requirement (such as CrossRef reference linking, online

\* To whom correspondence should be addressed. Joseph Kaye, Cryogenics Dept., Institute of Chemical Technology, Technicka 5, 166 28 Prague 6, Czech Republic; e-mail: joseph.kaye@vst.cz

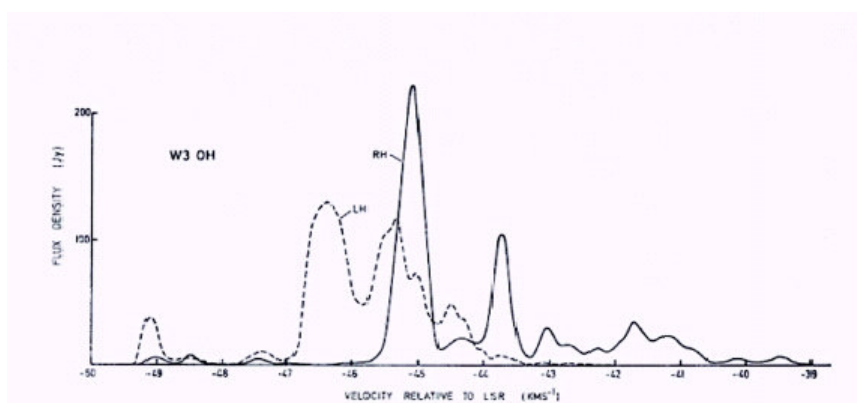
chapter PDFs, quicker publication, Print on Demand, and the ability to reuse/redistribute content).

The template has been built for Word and should work regardless of the language version or platform (Mac or PC). If you have a problem that is not covered in these guidelines and that you cannot solve, please contact us at AuthorHelp@kluwer.com or call (212) 620-8042.

## Heading 2

### 1.1. TO USE THE TEMPLATE

In order to use a template, you must place it in a directory where Word stores templates. The *User Templates* folder may be found in Word (when a document is open) under *Tools/Options*, on the *File Locations* tab. Copy or drag the template file into the template folder. If you are using a PC select NATO.dot, if using a Macintosh, select NATO.mac.



## Caption

Figure 1. Options dialog box, which defines default locations where Word stores certain files, such as User Templates. To see the full path, click the *Modify* button.

## Heading 3

### 1.1.1. Required Settings for Word's AutoFormat Features

Word has a number of automatic formatting features under the name *AutoFormat* (*Format/AutoFormat* on the toolbar). Do not use this feature.

AutoFormatting may also be set to take place automatically as you work. This is an undesirable situation; *you must disable this feature before you start working on an NATO document*. To ensure that no automatic formatting takes place while you work, choose *Tools/AutoCorrect*, then click on the *AutoFormat As You Type* tab to display the dialog box.

|        |
|--------|
| Bullet |
|--------|

Three blocks of options are present, set them as follows:

- Under *Apply As You Type*, none of the options should be checked;
- Under *Replace As You Type*, any of the first 5 options may be checked. The final option, *Internet and network paths with hyperlinks* must not be checked;
- Under *Automatically As You Type*, none of the options should be checked.

These settings carry over from one Word session to the next.

#### 1.1.2. *Security Settings in Word 2000 and above*

In order to use the template, you may need to adjust Word's security settings. From the menu bar, choose *Tools/Macro/Security*, on the *Security Level* tab choose Medium.

### 1.2. THE NATO STYLE TOOLBAR

A style toolbar (NATO Styles) has been added that lists all the styles you should need for your contribution. For paragraph-level formatting, such as this paragraph, headings, titles, etc., simply place your cursor in the respective text and click on the appropriate style on the toolbar. If you click the wrong style, you may press <Control + z> (*Edit/Undo Typing*), or click on the correct style. Word's default *Formatting* toolbar includes a scroll-down list that allows you to see the present style in use as well as choose a different one.

You will also see a button/command, Insert Caption. This is a Word command that has been included to insert a figure caption or table title. See section 2.4.1, Inserting a Figure Caption or Table Title and Table, p. 7.

#### 1.2.1. *NATO Styles*

A style is a Word feature that allows a number of characteristics to be applied to text (either at the paragraph or character level). A simple example is the formatting applied to the headings in these instructions, but their uses go well beyond this.

Please take a moment to read through the styles that are available for your use in Table 1. If you're unfamiliar with the way Word uses styles, you can refer to Word's online Help for an introduction to styles (this should not be necessary). Some styles are only present because they are inherent in Word. Please *do not* manually apply styles that are not listed below.

TABLE 1. A Listing of the styles available in the NATO template (“next paragraph...” that you will see below is the style that will automatically be applied to the next line if you hit Enter/Return)

Caption

| Style Name             | Use/Description   |
|------------------------|---|
| Abstract               | Style for the Abstract. Next paragraph: Keywords.   |
| Affiliations           | Style for the affiliations. Each affiliation should be on a separate line. Next paragraph: Author Names.  |
| Affiliations Over      | Style for the affiliations. Each affiliation should be on a separate line. Next paragraph: Abstract.  |
| Author Names           | Style for the authors of the chapter. The authors should be run together. If there are multiple authors and/or multiple affiliations, use superscript numbers to relate the authors to their respective affiliations. Next paragraph: Affiliations. |
| Bullet                 | Style for a bullet list. Next paragraph: Bullet.  |
| Caption                | Style for figure captions and table titles. Next paragraph: Text. (See Inserting a Figure Caption or Table Title and Table, p. 7.)  |
| Chapter Subtitle       | Style for chapter subtitle. Next paragraph: Author Names.   |
| Chapter Title          | Style for chapter title. Next paragraph: Chapter Subtitle.  |
| Correspondence Contact | Style for the corresponding author’s contact information. Please supply an e-mail or full address. Next paragraph: Abstract.  |
| Display Quote          | Style for display/extended quotes. Next paragraph: Display Quote.   |
| Equation               | Style for display equation and number (if applicable). Next paragraph: Text. (See Including a Display Quote, an Equation, a Structure, or Scheme, p. 9.)  |
| Header                 | Style for short title. Also the style used in the running head. Next paragraph: Author Names.   |
| Heading 1              | Style for first-value subheadings. Next paragraph: Text Unindented.   |
| Heading 2              | Style for second-value subheadings. Next paragraph: Text Unindented.  |
| Heading 3              | Style for third-value subheadings. Next paragraph: Text Unindented.   |
| Paragraph Head         | <i>Character Style:</i> Style for fourth-value subheadings (use is discouraged). Next paragraph: Text Unindented.   |
| Heading Math           | Style for enunciations/math headings, e.g., theorems, proofs, lemmas, etc. Next paragraph: Text.  |
| Heading Other          | Style for headings of appendix(es), references, further reading, and endnotes. Next paragraph: Text.  |
| Keywords               | Style for keywords. Next paragraph: Heading 1.  |
| Listing Continued      | Style for the paragraphs after the first in a multi-paragraph item in a list. Next paragraph: Listing Continued.  |
| Notes                  | Style for notes/endnotes. Next paragraph: Notes.  |
| Numbered List          | Style for numbered list items. Next paragraph: Numbered List.   |

Table Body

Table Heading—by using Word’s table Repeat option (under Table/Heading Rows Repeat) the heading will repeat if the table runs across multiple pages.

| Style Name      | Use/Description   |
|-----------------|---|
| Scheme          | Style for scheme number/place holder. Next paragraph: Text.   |
| Structure       | Style for structure number/place holder. Next paragraph: Text.  |
| References      | Style for the list or references (not the heading). Next paragraph: References.   |
| Table Heading   | Style for the table heading. Next paragraph: Table Body.  |
| Table Body      | Style for the table body. Next paragraph: Table Body.   |
| Table Footnote  | Style for table footnotes. Next paragraph: Table Footnote. <sup>1</sup>   |
| Text            | Style for the body text. Next paragraph: Text.  |
| Text Unindented | Style for paragraphs that should not be indented, e.g., the continuation of a paragraph after a display equation. Next paragraph: Text. |

Table Body

Table Footnote

<sup>1</sup> This is an example for table footnote.

## 2. Beginning a New NATO Document

Once the template has been placed where Word stores templates, to begin a new NATO document:

Numbered List

1. From within Word, choose *File / New*.
2. From the overview of displayed templates, select NATO.dot (the “.dot” or “.mac” extension may be hidden, depending on Window’s view options). If you are using a PC select NATO.dot, if using a Mac, select NATO.mac.

To use the template with an existing document, see section 3, Reformatting an Existing Document, p. 11.

### 2.1. FORMATTING THE DOCUMENT AS YOU WORK

The template should contain all the styles you need to format your document. It is extremely important that you use the appropriate styles to tag your text. You should not need to apply paragraph-level formatting.<sup>1</sup>

You may find it useful to use Word’s Style Area/sidebar to ensure that the styles have been properly applied to the text. On the menu bar, choose *Tools / Options* and click on the *View* tab, near the bottom there is a fill-in box for *Style area width*, .75” inches should be acceptable. After, when choosing “Normal view,” the styles applied to the text will appear on the left-hand side of your document.

Footnote Text

<sup>1</sup> Paragraph-level formatting is when formatting is applied to an entire paragraph/element, e.g., a bold heading or title, rather than character-level formatting, such as making a single character or word, as in an equation or a species name, italic.

## 2.2. TOP ELEMENTS (TITLE, AUTHORS, ETC.)

### 2.2.1. *Including the Title, Subtitle, and Short Title*

When you start a new document based on the NATO template, you will see a placeholder for the Chapter Title and Short Title. Type these in their respective lines (they are already styled and color coded). If there is a subtitle, the Chapter Subtitle style will automatically be applied to the new line if you hit *Enter/Return* while in the Chapter Title line. You may type the subtitle in on this line. A short title is used for the running head, which must not run onto a second line. Please include a short title for your contribution.

### 2.2.2. *Including the Authors, Affiliations, and Corresponding Author*

You will see placeholders for the above elements when you start a new document based on the NATO template (again, color coded with the appropriate style). Type each in their respective fields as exemplified in this document. If any of these fields are not applicable (such as Author Names for a monograph, an authored rather than edited book), they may be deleted.

### 2.2.3. *Including the Keywords and Abstract*

Any new document created with the template will contain placeholders for the Abstract and Keywords sections. Enter the Abstract following the Abstract heading; enter the Keywords following the Keywords heading. Separate keywords with an semi-colon.

The Keywords and/or Abstract sections may be removed if your volume editor has requested that you not include them.

## 2.3. BODY TEXT AND HEADINGS

A number of styles have been defined for body text (*Text*) and headings (*Heading 1, Heading 2, Heading 3*). Do not type a number in front of headings or try to remove the numbering. The only styling you should do is proper capitalization and italicizing special characters or words when the required.

## 2.4. INCLUDING SPECIAL TEXT ELEMENTS

### 2.4.1. *Inserting a Figure Caption or Table Title and Table*

To insert a figure caption or table title, use the *Insert Caption* Word command that has been included on the NATO Styles toolbar. A dialog box will open with the last-used label and its respective number as the choice in

the fill-in box, *Caption*. There is a drop-down list below *Options* that will give you the *Label* choice of *Figure* or *Table*; choose the appropriate label (do not use this functions for equations, see *Inserting a Display Quote, an Equation, a Structure, or Scheme*, p. 9). Once the appropriate label is in the *Caption* fill-in box, type in a period, a space, then the text of the caption. Conversely, once the correct label is in the caption box, you may click *OK*, and type the caption directly in your document (this is useful if you need to include symbols or apply character-level formatting such as superscripts, italic, etc.). Using this command will automatically number the figure captions and tables.

Figure captions should be included between two paragraphs near their first mention in the text. Figures must be provided separately (see *Artwork*, p. 13). Unlike illustrations/figures, tables must be included directly in the document, approximately where you wish them to appear (please be aware that tables will be moved during layout but will be kept as close as possible to where you have set them). *Do not include the tables at the end of the document.*

Tables should be created with Word's *Insert Table* function. If the table has already been made, please be sure it has been made with Word's Table features. Tables created with spaces or tabs will typically create problems and may be improperly typeset. To assure you table is published as you wish, you must use Word's table function.

Whether or not a table was made before receiving the template or after, use the *Table/AutoFormat/Simple 1*. This will give you the heading (top and bottom) and bottom-row rules as exemplified in this document.

Once the table is properly set, apply the *Table Heading* style to the heading and the *Table Body* style to the rest of the table. Using Word's table *Heading Rows Repeat* option (under *Table/Heading Rows Repeat*) will repeat the heading if the table runs across multiple pages.

Table footnotes must be styled with *Table Footnote* style and *must not* be included using Word's *Insert Footnote* feature.

#### 2.4.2. Including a List

To include a list in your document, apply the desired style to your list items.

|        |
|--------|
| Bullet |
|--------|

- This is the style *Bullet*.

|                   |
|-------------------|
| Listing Continued |
|-------------------|

This is the style *Listing Continued* for multi-paragraph list items (for all paragraphs after the first). Note the indent and the alignment of the turnover lines.

|               |
|---------------|
| Numbered List |
|---------------|

3. This is the style *Numbered List*. If a list item is longer than one paragraph, use *Listing Continued* for the subsequent paragraphs. If there are a number of paragraphs of text before the next item, you may



need to apply the *Numbered List* style first, then go to *Format/Bullets and Numbering*, click on the *Numbering* tab, and check the *Continue previous list* option (rather than *Restart list*).

#### 2.4.3. Including a Display Quote, an Equation, a Structure, or Scheme

To include one of the above in your document, apply the appropriate style.

For a display equation, after applying the style and entering the equation number (if applicable) in parentheses, press <Tab> once and create or import the equation. If either the Microsoft Equation Editor or MathType is installed, you may use the program by choosing *Insert/Object* and then the appropriate program from the *Insert* menu (on the Create New tab). *Do not use the Insert Caption command for Equations, this is a Word option that cannot be removed, it will not apply the proper style.*

Built-up fractions and other notation requiring more than one line of type (this does not include subscripts and superscripts) should be avoided in the text proper, and if must be used at all should be displayed. Simple fractions can be converted to one-line form, using the solidus.

Please note, there should be a thin space on both sides of an equal sign and any other operator; also the sequence of signs of aggregation should in general be {[ ( ) ]}, with due account taken of the special meaning of the certain types of bracketing.

When referred to in the text, equations should be cited as Eq. (1), Eqs. (3)–(5); if the word “Equation” begins a sentence, it should be written out in full. If a parenthetical reference to an equation is made, the parenthesis around the number should be omitted, e.g., “A relationship (Eq. 4) can be derived....” A displayed equation should be treated grammatically as part of a sentence, and the text immediately preceding a displayed equation punctuated according to the position of the displayed equation in the sentence. (However, *punctuation should not be used within the display equation.*)

For a structure or scheme, apply the appropriate style, then add the label/number. Structures and schemes are not automatically numbered. Structures should be numbered separately, in sequence, using parenthetical arabic boldface numbers, e.g., “**(1)**”. (If a structure is part of a figure it should generally not be numbered.) In the text, structures should be referred to by these numbers. It is usually appropriate to omit a structure after its first occurrence, referring to it by its number. Structures may be repeated if they are not uniquely numbered and if they contain constituents listed elsewhere. Schemes should be numbered separately, in sequence, as, “**Scheme 1, Scheme 2....**”

Like illustrations, the graphics for structures and schemes should not be included in the text but supplied separately (see Artwork, p. 13).

#### 2.4.4. *Including Theorems, Proofs, Corollaries, Propositions, Lemmas, etc.*

Labels such as Theorem 3, Proposition 1, Proof, etc., should be styled with *Heading Math* (followed by the appropriate sequential number, if applicable), followed by a period. The statement of the theorem, etc., should be on the following line. An example follows.

Heading Math

THEOREM 1.

Consider a randomized embedding of a reproduction tree when processor  $P_i$  is the initial processor. Let

Equation

$$\beta(i, j) = \frac{L(i, j)}{L_{OPT}} \quad (1)$$

Text Unindented

be the normalized load on processor  $P_j$ , where  $1 \leq j \leq N$ . Then, we have  $\beta(1, j) = \beta(2, j) = \dots = \beta(N, j)$ , as  $b \rightarrow 1$ .

#### 2.4.5. *Inserting a Footnote*

To insert a footnote, use Word's *Insert Footnote* command.

## 2.5. BACK MATTER

### 2.5.1. *Including Acknowledgements, Appendix(es), Notes, or the Reference list*

These elements are all handled with styles, as follows:

- The headings of the Acknowledgements, Appendix, Notes/Endnotes, and References sections should all be styled with *Heading Other* (no heading numbers are included).
- The Acknowledgements text should be styled as *Text*.
- The Notes/Endnotes text should be styled with *Notes* (do not build the Notes section using the Word function *Insert/Endnote*).
- The Appendix text should be styled with *Text*.
- The References and Further Reading text should be styled with *References*.

## 2.6. INDICATING WORDS FOR THE INDEX

Word has a facility for automatically inserting Index entries called *AutoMark*. You will notice the command, "MarkIndexEntry" on the NATO Styles toolbar; this may be used to mark index items (at the

discretion of the volume editor). For more information, refer to Word's Help file.

For the sake of clarity and ease of use, no more than two orders of subentries should be used. Note the purpose of the index is not to provide an outline of the subject matter, but to provide a list of subjects in a form convenient for quickly locating useful contexts. Main entries are capitalized.

### **3. Reformatting an Existing Document**

Your text may have been written before receiving the NATO template, to “convert” an existing document:

1. Open the document in Word. If the file extension is anything other than “.doc”, you may have to change the *files of type* setting in the Open dialog box to *All Files*.
2. Before doing anything else, use *File/Save As* to save the file under a different name. When doing so, ensure that the file type for the new file is set to “Word documents.”
3. Choose *Tools/Templates and Add-ins*, locate and attach the NATO template (see section 1.1, To Use the Template, p. 3). Check the box labeled *Automatically Update Document Styles*. Next, click *Attach*.
4. Work your way through the document, applying the appropriate styles to the text and removing blank lines/empty paragraphs. Use the same styles that you would have applied if you had originally written the document using the NATO template. (See *Formatting the Document As You Work*, p. 6.)

### **4. Specifications Not Covered by the Template**

#### **4.1. REFERENCE STYLES**

You are responsible for the accuracy of your references. All names; dates; article, journal, and volume titles; and volume and page numbers should be double-checked before submission. All entries in the reference section must be cited in the text. The list of works cited should appear at the end of the chapter with the title, “References.” If you have not been provided with a specific reference style by either the volume editor or the Publishing Editor, two general samples follow.

4.1.1. *References by Name and Year*

If reference citation is by name and year, the text citation may take one of the following forms: "... as shown by Miller (1967), the ..." or "... has often been demonstrated (Smith and Jones, 2002a, 2002b; Brown et al., 2003) that..." In this case, the reference list must be in alphabetical order by first authors' surnames and presented in the following style:

## References

- Brown, C. D., Green, M. P., and Robinson, S. A., 2003, Article title with only the first word and proper nouns having an initial capital, *J. Name Abbr.* **37**:168–178.
- Miller, R. J., 1967, *Book Title with the Initial Letter of Each Major Word Capitalized*, 2nd. ed., Publisher, City, pp. 101–118.
- Smith, A. B., and Jones, C. D., 2002a, Article or chapter title, in: *Book Title*, W. F. White, ed., Publisher, City, pp. 215–247.
- Smith, A. B., and Jones, C. D., 2002b, Article with only the first word of the title and subtitle having an initial capital, *J. Name Abbr.* **42**(2):275–282.
- Kluwer, 2003, Dordrecht (January 7, 2003); <http://www.kluweronline.com>.

4.1.2. *Numeric Style of Referencing*

References should be numbered in the order of their first mention in the text. The citation may be used with or without the author's name: "... it has been shown by Johnson<sup>17</sup> that ..." or "... experiments with calcium,<sup>6</sup> potassium,<sup>7</sup> and strontium<sup>8</sup> have shown..." Several references may be cited together, the numbers being separated by commas and spaces: "several recent investigations<sup>7,9,15</sup> indicate..." If three or more consecutive references are cited together, an en-dash should be used between the lowest and highest reference numbers: "... while others<sup>10–14</sup> show that..."

The reference list should be in the style indicated by the following examples:

## References

1. G. Bhatt, H. Grotch, E. Kazes, and D. A. Owen, Relativistic spin-dependent Compton scattering from electrons, *Phys. Rev. A* 28(4), 2195–2200 (1983).
2. R. W. Arnett, K. A. Warren, and L. O. Muller, Optimum Design of Liquid Oxygen Containers, Wright Air Development Center Technical Report No. 59–62, 1961 (unpublished), p. 118.
3. M. Wellner, *Elements of Physics* (Plenum Press, New York, 1991).
4. A. J. Duncan and Z. A. Sheikh, in: *Polarized Electron/Polarized Photon Physics*, edited by H. Kleinpoppen and W. R. Newell (Plenum Press, New York, 1995), pp. 187–196.
5. Kluwer, Dordrecht (January 7, 2003); <http://www.kluweronline.com>.

## 4.2. SUBMISSION OF FILES

Please include a *single* file version of your text in the native format (e.g., ".doc" for Word; also supply files of any graphics, if applicable or for

which they are available—see Electronic Submission of Graphic Files, p. 15, under Artwork). We require acceptable hardcopy for all materials.

Note the software (Word, etc.) and hardware (IBM-PC, Mac) used in the covering material and on the disk/disc label. The label must include the volume title, editors/authors, chapter title or number if known, and disk number (e.g., “disk 1 of 3”).

All files must be named with at least the first three or four letters of the first-named author’s last name and the chapter number, if known (WelmCh01.doc). If long file names can be used, the file name should be comprised of the full surname of the first-named author followed by the chapter number if known (WelmanCh01.doc). File extensions (e.g., “.doc”) must be included.

The files may be supplied on Zip disk, CD-ROM, or a 3.5-inch high-density floppy diskette (MS-DOS format, if possible). Please supply a listing of the contents of each disk (if screen shots are used, ensure all folders are expanded).

#### 4.3. PERMISSIONS

If any of the material to be included (illustrations, tables, quotations of more than a hundred words) is taken from another publication, you must obtain permission to use this material from the copyright owner and insert the prescribed form of acknowledgment into your manuscript before submitting it for publication. Please be sure to write the figure or table number (as referred to in your contribution) on all permissions where applicable.

#### 4.4. ARTWORK

The quality of the illustrations in the published volume will directly reflect the quality of the artwork provided. All illustrations must be submitted in a fashion suitable for reproduction without further retouching or redrawing.

- A brief explanatory caption must be included in the text for each figure. When cited in the text, figures should be identified by number rather than by “above,” “below,” etc.
- Original ink drawings, high-quality (600 dpi) laser printouts, or high-quality ink-jet prints (minimum 720 dpi on high-quality/photo paper) yield the best results and should be submitted.
- XEROX COPIES ARE NOT ACCEPTABLE, and photostats or scanned images frequently give poor results.
- If the original art cannot be obtained when reproducing a previously published figure, the appropriate page from the publication or a high-

contrast quality photographic print made from the page should be supplied instead. Do not supply xerographic copies or poor scans where lettering and details have dropped out or filled in.

- Do not allow “invisible” tape to cover any necessary portion of an illustration; tape can interfere with the satisfactory reproduction of copy, acting as another lens and magnifying the density of the print.
- The output of a scanned/digital image is a screened/half-tone print that will not reproduce well because continuous tone prints are screened for final production (if the file version is not included or cannot be used). When a screened print is screened a second time there are often interference problems (moiré patterns). We need either the original or a continuous-tone print made from the original negative.

#### 4.4.1. *Artwork Must Be Submitted Separately*

Illustrations must be supplied separately and fully identified. Identify figures in the outside margins or on the back in pencil (or on a label) with the title of the book, the name of the editor(s) and author(s), the chapter title or number if known, figure number, and an indication of “top” if not obvious. Care must be taken not to make impressions that are visible on the face of the illustration (these will reproduce).

Figure captions must be included between two paragraphs, approximately where you would like the figure to appear.

#### 4.4.2. *Line Illustrations*

- *Illustrations must be free of unnecessary detail.* Graphs should be prepared with ticks on the axes rather than grid lines.
- Fine shading should be avoided if it is not essential to the understanding of the illustration. If screens (dot patterns) are used for shading, they should be coarse (big dots—if the dots cannot be easily seen as dots by the naked eye, the shading may not reproduce adequately).
- Crosshatching, solid black, solid white, or heavy vertical or horizontal lines should be used instead of fine shading. Fine shading tends to arbitrarily drop out and subtle changes may disappear in reproduction.
- Artwork supplied separately should be prepared at approximately 33% larger than the desired final size (e.g., 12-point labeling for a final size of 8).

#### 4.4.3. *Labeling within an Illustration*

- 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.

- Note that in labeling figures it is important to avoid making subscripts and superscripts too much smaller than the main characters; if the subscripts and superscripts are too small in comparison with the main type, they will not be readable when and if the figures are reduced. (Typically, illustrations are reduced so that most of the labels are approximately 8- or 9-point type.)
- Avoid including titles in an illustration that could be more appropriately incorporated into the figure caption.

#### 4.4.4. *Continuous-Tone Photographs*

Photographs should be supplied separately, either in the form of high-contrast, good-quality continuous-tone photographic prints made from the original negatives or in the form of the negatives themselves.

If less than the entire area of the photographic print need be shown, indicate the area to be included on a tracing paper overlay.

If the magnification of a photograph has to be indicated, this should be done, whenever possible, by means of a micron scale superimposed on the photograph rather than a numerical statement in the caption. This will prevent having to recalculate the magnification given in the caption due to reduction.

#### 4.4.5. *Electronic Submission of Graphic Files*

We accept file versions for artwork; however, we do require acceptable hardcopy for all materials. The publisher cannot guarantee that a digital file will be used, as many programs do not provide files that are acceptable for print production, many files are faulty in their construction, and there can be translation errors—in such instances the paper copy will be used as camera copy.

- Each file should contain a single graphic (figure, structure, scheme, etc.).
- The printout must directly reflect the file version—only *one* version should be supplied.
- The book title, chapter title or number if known, editors/authors, disk number, and the program(s) used to generate the artwork should be included on the disk/disc label.
- The files may be supplied on Zip disk, CD-ROM, or a 3.5-inch high-density floppy diskette.

4.4.5.a. *Graphic File-Naming Conventions.* All graphic files must be named with at least the first three or four letters of the first-named author's surname, the chapter number (if known), and the figure number

(WelmFG01-01.tif). If long file names can be used, the file name should be comprised of the full surname of the first-named author followed by the chapter and figure number, for example, WelmanFG01-01.tif. File extensions (e.g., “.tif”) must be included. (For a multi-part figure, each should be submitted separately with a letter included in the file name, e.g., WelmFG01-01a.tif and WelmFG01-01a.tif.)

- Other graphic file-naming convention examples: schemes, WelSC01-01.eps; structures, WelST01-01.eps; in-text or in-table graphic, WelIT01-01.eps. Each type should be numbered consecutively in order of appearance.

4.4.5.b. *Graphic File Specifications (dpi, file types, and color space).* Digital continuous-tones art (shading/photograph-like, with no lettering) must be supplied at 300 dpi—only TIFF files are acceptable for this illustration type.

- Higher resolutions are required for line art—EPS files are preferred for this type of artwork, at 1200 dpi.
- Higher resolution is also required for combination artwork, i.e., continuous tone with lettering in the illustration—*minimum* of 600 dpi (EPS or TIFF are acceptable).
- Color artwork will be printed in a CYMK color space, so, if proficient in your particular graphics program, or such services are available to you, it is best to submit color images as CYMK (rather than RGB); see instructions below regarding color art. We will have the files converted from RGB to CYMK if needed.

#### 4.4.6. *Color Artwork*

If a figure is to be reproduced in color, special arrangements must be made *for the author to cover the cost of color reproduction* (approximately \$750 for a single illustration) and specific instructions must be included indicating that the color reproduction will be subsidized.

Clearly indicate when color art or photographs are to be reproduced in black and white in the book.

Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.

Color should be used sparingly when generating art electronically. Patterns and shading usually yield perfectly adequate results. (See above notes about fine shading under Line Art and instructions regarding color art under Electronic Submission of Graphic Files.)



If color has been used in electronically generated art, it may be best to convert it to black and white. Providing the figures in this form will give you the opportunity to see how well the figures will reproduce in black and white, while obviating any misunderstanding regarding how the figures are to be reproduced. (Submission of *both* color and black and white versions of an illustration is the only time it is acceptable to submit more than one version of a figure.)

If you have a question about color reproduction, please get in touch with us at the earliest possible time.