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If you are printing this from a PDF file, please uncheck the "fit to page" option in your print dialogue box so the pages will not be reduced—These pages are exemplary of how a contribution should be formatted

These instructions are exclusively for use with a 6-1/2 x 9-7/8 trim size

This is the space for the running head and should be blank on the chapter-opening page

8-line/96-point space above the chapter title

A 1-line space is considered a 10-pt single-spaced line

Chapter title is flush right, 14-point, bold, all caps

6-point space above the chapter subtitle (initial cap only)

2 line/24-point space above and below the contributors

12-point type, flush left

PREPARING YOUR CAMERA-READY CHAPTER FOR OFFSET REPRODUCTION

For contributed volumes

John B. Author, William Stobber, and Jehuda Sefir*

1. INTRODUCTION

The purpose of this leaflet is twofold: (1) to furnish an example showing just how the various elements of a technical paper should be presented, and (2) to provide a summary of the rules governing the preparation of camera-ready copy. It is, of course, not possible to address all the problems that may arise in these pages. If you run into a problem that you cannot solve, call us at (212) 620-8042 or fax (212) 647-1898.

Please read the following paragraphs carefully, referring also to the table and figure, which present additional information. Chapters that exhibit gross violations of these guidelines will not be accepted for publication. Such chapters will be returned for amendment. A camera-ready volume cannot be prepared for press until the publisher has an acceptable version of each chapter to be included in the volume.

2. PREPARING THE CAMERA COPY AND THE TEXT AREA

Acceptable copy can be prepared using various computer platforms. Times New Roman or a similar typeface should be used (see Table 1).

Please note that the output device used to generate the chapter must be a laser printer or high-quality ink jet printer (on laser or high-quality/photo ink jet paper, respectively); ink jet printers must be at 720 dpi or higher. Draft and near-letter-quality printers and dot matrix printers do not produce type of acceptable quality.

The type area—the area encompassing the running head, text, figures, tables, etc.—of your camera-ready chapter should be 30 x 48 picas (ca. 5 x 8 inches or 127 x 203 mm). If you are using letter size 8-1/2 x 11 paper your margins should be (excluding the running head): top: 1.83 inches; bottom: 1.5 inches; left: 2 inches; right: 1.5 inches.

Note the use of the footnote function to add affiliations

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Chapter-opening page should include a dropped folio

Table 1. Examples of acceptable and unacceptable alternatives should no typeface similar to Times New Roman be available for the body text[a]

Acceptable	Unacceptable	
Proportionally spaced	Sans serif	Special[b]
CG Times/Times Roman	Arial	**Boldface fonts**
Palatino	Trebuchet	*Italic fonts*
Garamond	Humanist	
Computer Modern	Helvetica	*script* Comic Sans

[a] In this table, the table headings are centered over the columns, the column text is flush left.
[b] Boldface and italic fonts may be used in specialized applications, such as headings, species, and in the references, etc. (Table footnotes should be set in 8-point type.)

Short straddle rules establish hierarchies among the column headings

Note the hanging indent for footnotes lines up with the first letter of the note and not the footnote symbol

There must be a minimum of two lines of space (there can be up to 3 to avoid short pages) between any table or figure–caption unit and any adjacent element

When including the running heads and folios, the header margin should be 1.5 inches and the footer margin should be set at 1.17 inches; the chapter-opening page should have a dropped folio, use your footer for this, as it will be the only page that uses the footer. If you are using A4 paper your margins should be (excluding the running head): top: 55 mm; bottom: 46.5 mm; left: 50 mm; right: 33 mm. When you are including the running head and folio, the header margin should be 46.5 mm and the footer margin should be set at 38 mm.

3. RUNNING HEADS AND PAGE NUMBERS

If a chapter title is long, you will have to use an abbreviated title in the running head (running heads must not run onto a second line). The running head should be flush inside (the chapter authors should be flush right on even pages and the chapter title flush left on odd pages) in 8-point, all caps, bold type. Page numbers should be flush outside (see above for margin settings), and also be set in 8-point, bold type. Page numbers must be included, even if they are not the final pagination (are only relative to the individual chapter).

4. TYPE STYLE AND TEXT

The chapters should be printed in 10-point type. If Times New Roman is unavailable, choose a typeface similar to Times New Roman, e.g., Times or Times Roman. If no such typeface is available, the chapter should be printed in another of the common roman, serif typefaces, such as the ones listed in the first column of Table 1. Eight-point type should be used for the figure captions, table footnotes, extracts, and references. Sans serif typefaces such as Helvetica and Arial should not be employed as main text faces, though sans serif fonts are preferred for labeling figures.

In most cases, if 10-point type is used, the space between lines should be about two points: the single-spaced setting on most word processing packages is satisfactory. The line spacing should be constant throughout the chapter. To prevent the line spacing from varying, it may be necessary to set a fixed line spacing instead of letting your word processing package adjust the line spacing automatically. If the text will contain many subscripts, superscripts, or oversize symbols, line spacing should be increased slightly.

Figure 1. Camera-ready chapters must be prepared according to the guidelines given in these pages. Poor artwork will be returned to you for replacement, and chapters will be returned for corrections if they exhibit gross violations of these instructions.

There must be a minimum of two lines of space (there can be up to 3 to avoid short pages) between any figure–caption unit and any adjacent element

The text must be clearly printed and uniformly dark, without noticeable streaks or fading. Check to make sure that the text near the margins is as dark as the text near the middle of the page and that the spaces within the small characters are not filled with ink.

The right margin of the text should be justified. The first line of each paragraph must be indented 1/4-inch (6.35 mm). No extra space should be left between paragraphs.

Maintaining the proper text area is vital. The text should be run the full width of the type area as described above, and each page should be as close to the full length of the type area as possible. Chapters in which the text is much narrower or wider than 30 picas or in which many of the pages are short of full length without an evident reason (such as a large equation or a text heading at the top of the succeeding page) are not acceptable.

Widows and orphans should be avoided (single words and the first or last line of a paragraph alone at the beginning or end of a page). Many programs have a widow and orphan control that will keep the first or last line with its respective paragraph.

5. TEXT HEADINGS

In most cases, only two values of headings should be employed. The paragraphs below demonstrate the use of such headings. All headings should be set in the same typeface and type size as the body text. The first three values are typed on separate lines; the fourth is typed as the beginning of a paragraph. Number the major subdivisions of the chapter consecutively, using arabic numerals. Type subheadings of the same value in the same manner throughout the manuscript. If a subheading is more than one line, the second line should align with the first letter of the first line rather than the subheading number. (A thin tab space between the number and heading and a tab at the beginning the second line can be used to make the two align.)

6. FIRST-VALUE HEADINGS

These headings should be printed in bold capital letters on a separate line, flush with the left margin. Leave a 2-line space above and a 1-line space below first-value headings.

6.1. Second-Value Headings

These headings should be printed in bold upper- and lower-case type with the initial letter of each major word capitalized. They should be flush left on a separate line. Leave a 1-line space above and below second-value headings.

6.1.1. Third-Value Headings

Third-value headings, if unavoidable, should be printed in upper- and lower-case italic type with the initial letter of each major word capitalized. They should be flush left on a separate line with a 1-line space above and below third-value headings.

6.1.1a. Fourth-Value Headings. Fourth-value headings should be printed in upper- and lowercase italic type and should run into the text. A paragraph beginning with a fourth-value heading should be preceded by a 1-line space above it.

7. REFERENCES

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 should be cited in the text. The list of works cited should appear at the end of the chapter with the title, “References,” treated as a first-value chapter subheading. The references should be in 8-point type; they should be fully justified with a 1/4-inch (6.35 mm) hanging indent (with no extra space between references). Please adhere to the following examples.

7.1. 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, 1972; Brown et al., 1974) that…." In this case, the reference list must be in alphabetical order of the first authors' names and presented in the following style:

Note the 1/4-inch hanging indent; references are set in 8-pt, single-spaced type, with no extra space between references

Brown, C. D., Green, M. P., and Robinson, S. A., 1974, Article title with only the first word having an initial capital, *Journal Name Abbr.* **37**:468.

Miller, R. J., 1967, *Book Title with the Initial Letter of Each Major Word Capitalized,* Publisher, City, pp. 101–118.

Smith, A. B., and Jones, C. D., 1972, Article or chapter title, in: *Book Title,* W. F. White, ed., Publisher, City, pp. 215–247.

Kluwer Academic/Plenum Publishers, 2000, New York (January 1, 2000); http://www.wkap.nl. ← A website

7.2. 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[17] that …" or "… experiments with calcium,[6] potassium,[7] and strontium[8] have shown…." Several references may be cited together, the numbers being separated by commas and spaces: "several recent investigations[7, 9, 15] 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[10–14] show that…."

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

Journal where each issue begins with p. 1—the issue number must be given

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 Academic/Plenum Publishers (New York, January 1, 2000); http://www.wkap.nl.

8. FURTHER DETAILS

Included with the manuscript should be the full contact information for the contact author (full mailing and e-mail addresses, as well as telephone and fax numbers).

8.1. The Opening Page

The opening page should follow the example shown in these guidelines. There should be a 8-line/96-point space above the chapter title, it should be set in bold, upper-case, 14-point, single-spaced type. In most cases, lines in the chapter title should not extend more than two-thirds of the page width. If there is a subtitle it should be in bold 14-point type, with a 6-point space between it and the title; it should be initial capital only. The authors' names should be run together and with a 2-line space above them, printed in upper- and lower-case 12-point type. The authors' addresses/affiliations should be included as a footnote (a single symbol, or number if numbered footnotes are used in the chapter, should follow the last named author). The text or first heading should start two lines below the authors' names, not on the following page.

8.2. Equations and Special Characters

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 it must be used at all should be displayed. Simple fractions can be converted to one-line form, using the solidus:

$$\frac{a+b}{c} = (a+b)/c \qquad \cos\frac{x}{2} = \cos(x/2)$$

Parentheses must be used when ambiguities would otherwise result.

Equations should either be centered in the text width or indented 1/3 of an inch/8.5 mm from the left margin. Leave a 1-line spaces above, below, and between equations. Equations numbers should be placed in parentheses, flush with the right margin. Hand-written equations, special characters, and symbols are not acceptable.

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.*) Please note, there should be a thin space on both sides of an equals sign and any other operators.

The sequence of signs of aggregation should in general be {[( )]}, with due account taken of the special meaning of the certain types of bracketing.

8.3. Theorems, Propositions, and Proofs

Labels such as Theorem 3, Proposition 1, Proof, etc., should be typed with paragraph indentation, followed by a period, and with the statement of the theorem, etc., run in. Leave a 1-line space above and below the statements of theorems, propositions, etc.

8.4. Structures and Schemes

Both structures and schemes should follow the guidelines for incorporated line art-work (see Figure Placement and Spacing). They should be included directly in the text at the top or bottom of a page, with a 1-line space left above and below them.

Structures should be numbered separately, in sequence, using arabic 10-pt boldface numbers, enclosed in parentheses and centered below the structure. (If a structure is part of a figure it should 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 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**…." The scheme title should be set in 10-pt type, centered below the scheme.

8.5. Footnotes and Endnotes

Notes may appear at the bottom of the pertinent pages or gathered together in an "Endnotes" section immediately preceding the reference section.* If a footnote is more than one line, the second line must align with the first letter of the first line rather than the footnote symbol. (A thin tab space between the symbol and footnote and a tab at the beginning the second line can be used to make the two align.)

8.6. Acknowledgments

If acknowledgments are included, they should be the final entry before the references. The title should be treated as a first-value subheading.

8.7. Extracts and Quotes

Extracts should be set in regular roman 8-point type, have a 1-line space above and below them, with left and right margins 1/2 inch/12.7 mm wider than the body text, making it 1 inch/ 25.4 mm narrower.

8.8. Hyphenation

Lines that contain large gaps between words or letters are difficult to read; words should be broken between lines where necessary to avoid creating lines of this sort. Dividing words in the proper places is important for readability. Please use your dictionary for assistance with correct word breaks. (Word includes a hyphenation command.)

8.9. Punctuation

Please observe the following typing rules with respect to punctuation marks.

6-point space above and below a number or bullet list

A 1/4-inch left indent (to number) and a 1/2-inch hanging indent; note the alignment of the turnover lines

1. There should be no underlined text in the camera copy, underlined text is an old standard to represent an italic element, use italics.
2. The comma and period are always typed *before* rather than after the closing quotation marks. Other punctuation marks are typed before the closing quotation marks if they are part of the quoted material and after the quotation marks if they are not.
3. If parentheses enclose one or more complete sentences, a period is used just inside the closing parenthesis. If parentheses at the end of a sentence enclose less than a full sentence, the period follows the closing parenthesis.
4. Superscripts used as footnote indexes and reference citations should be typed *after* commas, periods, and quotation marks, and *before* any other punctuation mark.
5. Always include the series comma before the "and" in lists of three or more items ("…text, tables, and figures…").
6. Single quotes (') should not be used unless as an apostrophe or for a quote within a quote.

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* Notes must not be included with the references. Footnotes should be set in 8-point type, but endnotes should be set in ordinary, 10-point text type. If possible, footnotes should be kept from running onto a second page.

9. CORRECTIONS

Corrected passages or pages introduced into the chapter must be indistinguishable from the rest of the chapter in type style, size, and darkness. Words must not be squeezed into the text, and no unusual gaps should be left. The easiest and most effective method of introducing corrections is to correct the computer file and reprint the entire chapter.

10. FIGURES

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. (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.) It is important that either original drawings, suitable laser printouts, ink jet prints (720 dpi minimum) on high-quality ink jet paper, or original photographic prints be provided. Xerographic copies and scanned/digital images that include fine shading are most usually unacceptable. For continuous tones, large glossy prints made from the original negatives must be furnished. (Photographs should be used conservatively.)

The output of a scanned/digital image is a screened/half-tone print and will not reproduce adequately because continuous tone prints are screened for final production. 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.

10.1. Submission of Digital Art

If a continuous tone (photographic) image *only* exists electronically, a file version of the illustration should accompany a high quality print. This does not include photographs that have been scanned simply to add an "a" and "b"—quality demands this be done the "old fashioned" way, e.g., mechanically. All graphic files must be named with at least the first three letters of the first-named author's last name and the figure number (e.g., WelmFig1.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 figure number (e.g., Welman-Fig1.tif). File extensions (e.g., ".tif") must also be included.

The files may be supplied on Zip disk, CD-ROM, or a 3.5-inch high-density floppy diskette. Digital art must be supplied at 300 dpi and only TIFF files are acceptable (line art should not be supplied electronically).

The printout must directly reflect the file version. The publisher cannot guarantee that the 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 have to be used as camera copy.

10.2. Figure Captions

A brief explanatory caption should appear below each figure. The caption should be printed in the typeface used in the text but in 8-point type rather than 10. The word

"Figure" should be in upper- and lowercase letters and, together with the figure number and the period following the figure number, should be in bold. The caption should be regular type. If a caption is one line or less, it should be centered. If it is multiple lines, it should be fully justified at full text width (30 picas/127 mm), with the last line flush left.

10.3. Figure Placement and Spacing

Kluwer Academic/Plenum Publishers can scale the illustrations and mount the sized prints in the camera copy. If this is to be done, the original artwork or full-size photographic prints made from the original artwork should be supplied rather than reduced-size prints. They should be supplied separately with an adequate amount of space left in the text for the illustrations. (Even if the illustrations are dropped in by KA/PP, the figure captions must be included directly in the text.) Illustrations should be identified by author and figure number (orientation should be indicated if it is not obvious). The illustrations will be scaled so that the capital letters of most of the labels will be approximately 8-point type.

Line illustrations may be included directly in the camera copy of your chapter if:

6-point space above and below a number or bullet list

A 1/4-inch indent (to bullet) and a 1/2-inch hanging indent; note the alignment of the turnover lines

- they are dropped in electronically,
- they do not contain fine screen shading (small dot patterns—if the dots cannot be easily seen as dots by the naked eye, the shading will not reproduce adequately),
- they fit within the text area, and
- all numbering and lettering within the illustration (when incorporated) is approximately 8-pt type. (The 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.)

If the figures are not incorporated into the chapter, appropriately labeled artwork should be supplied separate from the chapter, with space for each figure integrated into the chapter. Kluwer Academic/Plenum Publishers will make adjustments to try to minimize the effects of inappropriate figure spacing, but, in calculating the amount of space to allow for each figure, please take into account that the figures will be sized as discussed above. Optimal placement for figures (and tables) is either the top or bottom of a page. The figure and/or space for the figure and the figure caption should be placed near where the figure is discussed but not necessarily immediately after the line or paragraph in which the figure is first mentioned. If placing a figure on the page where the figure is first mentioned would require the creation of a short page, the figure should be placed on the preceding or following page.

As there is no proof stage in the camera-ready process, failure to integrate figures or space for the figures into the chapter will make it impossible for the publisher to ensure that figures appear in the proper locations in the text.

Figures should be numbered consecutively throughout the chapter (1, 2, 3, etc.). In the text, figures should be identified by number rather than by "above," "below," etc.

There should be two lines of space between the figure–caption unit and any adjacent element. (A two-line space should be left below the caption, unless the caption is at the bottom of a page, and two-line space should be left above the figure, unless the figure is at the top of a page.) In calculating how much space to leave for a figure, add a one-line space that will divide the figure and caption as well as the space above and below the figure, if required. Place figures side by side only if they will fit, when scaled, with a 3/4-

inch/19 mm space between them. Do not run text beside a figure. Large figures may be placed sideways (landscape orientation) on a page. All elements on a page containing a landscape-oriented material must be oriented in the same manner (except the running head and folio); no text should be placed on such a page.

10.4. Line Art

Illustrations must be free of unnecessary detail. Graphs should be prepared with ticks on the axes rather than grid lines. Fine shading must 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); crosshatching, solid black, solid white, heavy vertical or horizontal lines should be used instead. (Fine shading arbitrarily drops out and subtle changes tend to disappear in reproduction.)

If line art is not incorporated into the text, it should be supplied as original ink drawings, high-quality laser printouts, or full-size photographic prints made from such artwork. If possible, drawings and laser prints should be prepared at approximately 33% larger than the desired final size (e.g., 12-point labeling for a final size of 8). 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 the figures are reduced. Again, the variance of type size within an illustration should be minimal (see 10.3).

If the original art cannot be obtained when reproducing a previously published figure, the appropriate page from the publication involved or a quality photographic print made from the page must be supplied instead. Please do not supply xerographic copies.

10.5. Continuous-Tone Photographs

Photographs should be supplied either in the form of good-quality continuous-tone photographic prints made from the original negatives or in the form of the negatives themselves. Magnifications should be indicated by scale bars included in the figures rather than stated in the captions.

Screened prints, scanned prints, and xerographic copies will not reproduce well and are not acceptable.

10.6. Color Figures

It is technically feasible to reproduce figures in color, but it is expensive (approximately $750 for a single figure on a single page as of March 2000). If a figure is to be reproduced in color, special arrangements must be made to cover the cost of color reproduction and specific instructions must be included indicating that color reproduction will be subsidized. Figures, originally in color, but to be reproduced in black and white in the book should be supplied in the form of black and white continuous-tone photographs made from the color originals. Any photographic department or photography shop can prepare such prints. Color art created electronically should be revised and black and white printouts provided. (See above for notes about fine shading.) 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. If you have a question about color reproduction, please get in touch with us at the earliest possible time.

11. TABLES

Table placement, spacing, and numbering should follow the guidelines given above for figures.

A table-width table title (caption) should be placed above the table. The title should be centered above the table width if it is less than one line or fully justified (table width) if more than one line, with the last line flush left. As with the figure captions, the word "Table" and its respective numbers should be in 10-point upper- and lowercase bold type. The title should be in regular 10-point type. If a table is a number of pages, the table number must head the table for as many pages as it runs, e.g., "**Table 1.** (continued)." There must also be top and bottom rules on each page of the table.

If table footnotes are included they should be set in 8-point regular type, fully justified at table width. If numbered references or endnotes are used, use letters for the table footnotes to avoid possible confusion.

Large-width tables may be placed sideways (landscape) on a page. The table title in such instances must match the orientation of the table; however, the running header and folio must remain in the orientation of the rest of the chapter (portrait). Such tables may be provided separately, granted they are the appropriate text area and a blank page with the running head and folio are left in the text for them.

Keeping the arrangement of tables simple will help to make the tables easy to read. In most cases, table-width 1/2-point rules at the top and bottom of the table body and below the column headings, if there are any, are all the lines necessary. Short straddle rules may be used to establish a hierarchy among column headings. Tables that are basically lists should have the same rules as other tables, viz., top and bottom rules, and rules below the column headings, if any.

It is a good practice to set tables (not, however, the titles) in 8- or 9-point type. This sets the tables off from the text and gives a more uniform look when large tables have to be set in smaller type simply to fit on the page.

12. 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.

Note that camera-ready copy is by definition supposed to be ready to go to press when received by the production department. Authors and editors are expected to meticulously proofread the final camera copy before submitting it for publication. Unless copy needs remake, authors/editors will not see page proofs.