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Instructions for the Preparation of an Electronic Camera-Ready Manuscript in MS Word

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Abstract. These instructions are designed for the Preparation of an Electronic Camera-Ready Manuscript in MS Word² and should be read carefully. If you have any questions regarding the instructions, please contact the Book Department by e-mail: bookproduction@iospress.nl.

Keywords. electronic camera-ready manuscript, IOS Press, MS Word, layout

1. Introduction

Although this document 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 in MS Word. Authors should realize that the manuscript submitted by the volume editor to IOS Press will be almost identical to the final, published 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.

2. Formatting the manuscript

Please see <http://www.iospress.nl/service/authors/latex-and-word-tools-for-book-authors/> in order to download the two available templates:

- *IOSPressBookArticleWordTemplate*
- *IOSPressBookArticleWordTemplate_with_Text*

Either can be used to apply styles to your document. For the installation please consult the Help of your Office version.

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² For authors using LaTeX separate Instructions as well as a template file for LaTeX2e and LaTeX styles are available from <http://www.iospress.nl/service/authors/latex-and-word-tools-for-book-authors/>.

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For manual formatting, follow the styles defined in table 1 and the instructions below:

Table 1. The styles defined in *IOSPressBookArticleWordTemplate*.

Style name	Use for	Short Description
Abstract	The Abstract	Font: 8 pt, roman. Alignment: justify. Indent: left 1.5 cm, right 1.5 cm. Space before Abstract: 24 pt. Use bold for the word “Abstract.”
Affiliation	The affiliation(s) of the author(s)	Font: 10 pt, italic. Alignment: centered.
Author	The author(s) of your document	Font: 10 pt, roman. Alignment: centered. Use capitals for the surnames.
CaptionLong	Captions and legends of illustrations of more than one line	Font: 8 pt, roman. Alignment: justify. Space before 4 pt, space after 4 pt.
CaptionShort	Captions and legends of illustrations with more than one line	Font: 8 pt, roman. Alignment: centered. Space before 4 pt, space after 4 pt.
Equation	Equations	Indent: left 0.8 cm. Space before 12 pt, space after 12 pt.
Footnote	Footnotes	Font: 8 pt, roman. Alignment: justify.
Heading 1	The first level headings	Font: 10 pt, bold. Alignment: left. Space before 24 pt, space after 12 pt. Do not hyphenate.
Heading 2	The second level headings	Font: 10 pt, italic. Alignment: left. Space before 12 pt, space after 12 pt. Do not hyphenate.
Heading 3	The third level headings	Font: 10 pt, italic. Alignment: left. Space before 12 pt, space after 6 pt. Do not hyphenate.
Heading 4	The fourth level headings	Font: 10 pt, italic. Alignment: left. Space before 6 pt. Do not hyphenate.
HeadingUnn1	First level unnumbered heading. Use for the Acknowledgements, Appendix, Notes, References	Font: 10 pt, bold. Alignment: left. Space before 24 pt, space after 12 pt. Do not hyphenate. Unnumbered.
HeadingUnn2	Secondary unnumbered heading	Font: 10 pt, italic. Alignment: left. Space before 12 pt, space after 12 pt. Do not hyphenate. Unnumbered.
Keywords	The keywords	Font: 8 pt, roman. Alignment: justify. Indent: left 1.5 cm, right 1.5 cm. Space before Keywords: 12 point. Use bold for the word “Keywords.”
LISTbul	Unnumbered lists, with bullit	Font: 10 pt, roman. Indent: left 0.63 cm. Indent: hanging: 0.63 cm.
LISTdescription	Unnumbered list with description	Font: 10 pt, roman. Indent: hanging 0.8 cm
LISTnum	Numbered lists	Font: 10 pt, roman. Indent: left 0.63 cm. Indent: hanging: 0.63 cm.
NoindentNormal	The first paragraph of running text after headings.	Font: 10 pt, roman. Do not indent first line.

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Style name	Use for	Short Description
Normal	Running text	Font: 10 pt, Times New Roman. Alignment: justify. Indent first line: 0.63 cm.
Notes	Endnotes	Font: 8 pt, roman. Alignment: justify.
References	Bibliographic References, Citation-Sequence System	Font: 8 pt, roman. Alignment: justify. Indent: hanging 0.63 cm.
Table	The table text	Font: 8 pt, roman. Alignment: left
Title	The title of your document	Font: 20 pt, roman. Alignment: centered. Space before: 24 pt, space after 16 pt.

A note on **lists**: If you do not use the template styles for lists but edit the text manually, please use one of the automatic listing options in MS Word.

3. Typographical Style and Layout

3.1. Type Area

Select A4 as the paper size in the document settings, not Letter Size. The type area is 12.4 cm wide and 20 cm long. This area must be used to the maximum, but not be exceeded. The following margin settings for *A4 size* paper will produce the correct result: top 5.5 cm; bottom: 4.2 cm; left and right: 4.3 cm.

3.2. Font

The recommended type font for running text (body text) is 10 point Times New Roman. 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. Font sizes and styles are indicated in Table 1. In order to get the correct font size and spacing, use the template styles as much as possible to format your text.

3.3. Title Page

Apply the styles defined in Table 1 for the title, author's name, affiliation(s) and abstract. *Please ensure there is a 24 pt blank line above the title.* Use capitals for the author's surname, and superscripted alphabetic characters to link the authors and their affiliations.

Use bold for the words "Abstract." and "Keywords." The first sentence of the Abstract should follow the word "Abstract." on the same line.

3.4. 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.

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Indent the first line of each paragraph by 0.63 cm, except for the first paragraph after a heading.

3.5. (Sub-)Section Headings

Apply the styles defined in Table 1 to the 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.

3.6. 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".

3.7. References

Please use the Vancouver citing & reference system, and the National Library of Medicine (NLM) style.

Place citations as numbers in square brackets in the text. All publications cited in the text should be presented in a list of references at the end of the manuscript. List the references in the order in which they appear in the text. Some examples of the NLM style:

Journal article:

Petitti DB, Crooks VC, Buckwalter JG, Chiu V. Blood pressure levels before dementia. Arch Neurol. 2005 Jan;62(1):112-6.

Paper from a proceedings:

Rice AS, Farquhar-Smith WP, Bridges D, Brooks JW. Canabinoids and pain. In: Dostorovsky JO, Carr DB, Koltzenburg M, editors. Proceedings of the 10th World Congress on Pain; 2002 Aug 17-22; San Diego, CA. Seattle (WA): IASP Press; c2003. p. 437-68.

Contributed chapter in a book:

Whiteside TL, Heberman RB. Effectors of immunity and rationale for immunotherapy. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6. Hamilton (ON): BC Decker Inc; 2003. p. 221-8.

Book by author(s):

Jenkins PF. Making sense of the chest x-ray: a hands-on guide. New York: Oxford University Press; 2005. 194 p.

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Edited book:

Izzo JL Jr, Black HR, editors. Hypertension primer: the essentials of high blood pressure. 3rd ed. Philadelphia: Lippincott Williams & Wilkins; c2003. 532 p.

Proceedings:

Ferreira de Oliveira MJ, editor. Accessibility and quality of health services. Proceedings of the 28th Meeting of the European Working Group on Operational Research Applied to Health Services (ORAHS); 2002 Jul 28-Aug 2; Rio de Janeiro, Brazil. Frankfurt (Germany): Peter Lang; c2004. 287 p.

4. Illustrations

4.1. General Remarks on Illustrations

The text should refer to all the 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 with at least 2 lines extra space between them 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.

4.2. Quality of Illustrations

Avoid using illustrations taken from the Web. 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.

Ensure consistency by using similar sizes and fonts for a group of small figures. To add lettering to figures, it is best to use Helvetica or Arial (sans serif fonts) and avoid effects such as shading, outline letters etc.

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4.3. Color Illustrations

Illustrations will only be printed in color if the volume editor agrees to pay the production costs for color printing. Color in illustrations will be retained in the online (ebook) edition.

5. Equations

Position equations flush left with the margin, preceded as well as followed by one blank line, or use the style defined in *IOSPressBookArticleWordTemplate*.

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).

6. Fine Tuning

6.1. 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.

6.2. 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.

6.3. Page Numbers and Running Headlines

You do not need to include page numbers or running headlines. These elements will be added by the publisher.

7. Submitting the Manuscript

Submit the following to the volume editor:

1. MS Word document;
2. Identical high resolution PDF file with all fonts embedded. We recommend Adobe Acrobat Distiller and the job option *Press-Optimized*.)

Please make sure you do not submit more than one version of any item.

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References

- [1] Petitti DB, Crooks VC, Buckwalter JG, Chiu V. Blood pressure levels before dementia. *Arch Neurol*. 2005 Jan;62(1):112-6.
- [2] Rice AS, Farquhar-Smith WP, Bridges D, Brooks JW. Canabinoids and pain. In: Dostorovsky JO, Carr DB, Koltzenburg M, editors. *Proceedings of the 10th World Congress on Pain*; 2002 Aug 17-22; San Diego, CA. Seattle (WA): IASP Press; c2003. p. 437-68.