

A. CONTRIBUTOR

PREPARATION OF A CAMERA-READY MANUSCRIPT

Guide for Editors and Contributors

Abstract. The editor decides if all chapters should have an abstract. If an abstract is desired, the font size should be 8 pts.

1. INTRODUCTION

These instructions are intended to provide guidance to editors and contributors of an edited volume when preparing a camera-ready manuscript on a word processor. Please read these general instructions carefully before beginning the final preparation of your camera-ready manuscript.

2. FORMATTING INSTRUCTIONS

2.1. Format and Style

The text should be in clear, concise English. Please be consistent in punctuation, abbreviations, spelling (British vs. American), headings, and the style of referencing. Camera-ready copy will be printed exactly as it has been submitted, so please make sure your text has been proofread with care.

We recommend using the available Kluwer templates or the formatting styles function in your word processing application for the text, subheads, etc. rather than changing layout settings in every place. This way you will obtain maximum consistency in layout. Changes in the layout can be made by changing the relevant styles.

It is possible to use this document as an example of formatting and layout.

2.2. Fonts

The font for your manuscript should be Times/Times New Roman. The text should be justified, and the text area is 12 x 18.5 cm (excluding running head) or 12 x 19.5 cm (including running head). Body text should be 10 pts, and Quotations, Notes, References and Abstracts 8 pts. Apart from exceptions that will be mentioned below, all spacing should be single.

2.3. Layout of the Opening Chapter Page

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T.H.E. Editor(s) (ed.), Book title, 1—6.

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The opening page of a contribution to an edited volume should always be a right-hand page and should show the contributor's name, the title, and possibly a subtitle. The contributor's name should be in 12 pts, capital letters. The chapter title should be in 14 pts, capital letters. The subtitle, if used, should be in 11 pts, upper and lower case, italicised. All the above should be centered. This should be followed by the opening text, the first heading or the abstract (if used). Leave 30 pts space before the chapter plus number. Leave 30 pts between chapter plus number and title. Leave 10 pts between title and subtitle if there is a subtitle. Leave 40 pts after the subtitle (if used) or the title (if no subtitle is used).

Table 1. Formatting instructions

<i>Text item</i>	<i>Font size</i>	<i>Case</i>	<i>Alignment</i>	<i>Spacing</i>
Author name	12 pts	capitals	centered	30 pts below name
Chapter title	14 pts	capitals	centered	No subtitle: 40 pts below title Subtitle: 10 pts below title
Subtitle (if used)	11 pts	upper and lower case	centered	40 pts below subtitle

3. SUBHEADS

If numbering is used in headings, it should be Arabic, not Roman. Please distinguish between the following four levels of headings:

4. SUBHEADS, FIRST ORDER

10 pts, capitals, centered. Leave 16 pts space above and 8 pts space below.

4.1. Subheads, Second Order

10 pts, upper and lower case, italics, left aligned. Leave 16 pts space above, 8 pts space below.

4.1.1. Subheads, Third Order

10 pts, upper and lower case, italics, left aligned. Leave 16 pts space above, 0 pts space below.

Subheads, Fourth Order. 10 pts, upper and lower case, italics, left aligned. No numbering is used. Text continues directly after subhead. Leave 16 pts space above.

4.2 Remarks

Where a subhead appears directly after another subhead (such as happens with paragraph 2 and 2.1 in this document, see above) less space should be left in between them. In this case, the space above the first subhead remains the same. 8 pts space below the first subhead becomes 4 pts space below. If the second subhead has 16 pts above, this is reduced to 8 pts space above. The space below the second subhead remains the same.

5. RUNNING HEADS AND NEW PARAGRAPHS

The running heads of a contribution to an edited volume should be as follows:

- left-hand pages: page number flush left
author's name centered, in (small) capitals
- right-hand pages: page number flush right
title of contribution centered, in (small) capitals

If the title is very long, please make an abbreviated title of not more than 40 characters (including spaces) to be used as a running head. The font size is 10, leave 12 pts space below. Exception: the opening page of a chapter, the Table of Contents, a Preface, Acknowledgements or Index do not have a running head. On these pages, the page number is displayed at the bottom of the page, centered. The following pages of these chapters show the title of the chapter in the running head on both left and right side. Additionally, on the opening page of a chapter, a copyright line should be displayed in the footer. See page 1 for an example. The line is 9 pts, italicized, left aligned, and falls under the page number.

New paragraphs should be indented by 0.5 cm except after titles and subheadings.

6. FIGURES AND PHOTOGRAPHS

Halftone photographs must be supplied as glossy prints. Normal figures should preferably be embedded in the text (rather than supplied separately). Ensure enough empty space is left in the text to fit in photographs or figures that are supplied separately. Legends for figures and illustrations should not be incorporated into the figure itself, and they should be listed in numerical order (headed as *Figure x. Title*). Legends should be italicized, centered, 9 pts, below the figure. Leave 12 pts above and below the legend. See Figure 1 below for an example.

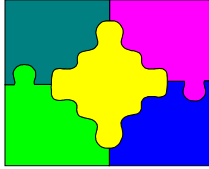


Figure 1. Sample figure.

7. EQUATIONS

Equations should be italicized and centered on the page, with the equation number in parentheses, flush right. Please put 12 pts space above and below the equation.

$$E=mc^2 \quad (1)$$

Wherever possible, try to avoid breaking equations between parentheses, brackets, or braces.

8. SAMPLE SENTENCES

Sample sentence numbers should be indented 0.5 cm. The sentence itself should be indented 2 cm.

- (1) Please put 12 pts space above and below the sample sentence.

9. QUOTATIONS

Quotations are 8 pts, and should be indented 1 cm on the left and on the right, with 6 pts space above and below the quotation.

After long quotations, follow indentation or lack of indentation depending on whether a new paragraph is required.

10. TABLES

Please center tables on the page, unless it is necessary to use the full page width. Exceptionally large tables may be placed landscape (90° rotated) on the page, with the top of the table at the left-hand margin. Legends should be italicized, centered, 9 pts, above the table. Leave 12 pts above and below the legend. An example of a table is given below.

Table 2. Vegetable colours

<i>Vegetable</i>	<i>Colour</i>
Carrot	Orange
Leek	Green/White
Red pepper	Red
Parsnip	Off-white

11. NOTES

Position before the References. Consider Notes title as a Subhead first order. All the Notes should be in 8 pts. Use superscript for numbering the Notes and indent slightly after the number. In an edited volume the numbering starts over with each new chapter or section.

12. REFERENCES

Consider References title as a Subhead first order. The font size should be 8 pts. Second and subsequent lines of each reference are to be indented slightly (0.5 cm).

REFERENCES SHOULD FOLLOW THE APA STYLE. You can find examples of this style on the internet. (Search for APA-style.)

13. AFFILIATIONS

Place the author's affiliation at the end of the text. Position before the Notes. 10 pts, upper and lower case, italics, left aligned. Leave 16 pts space above.

14. NOTES FOR THE EDITOR OF THE VOLUME

14.1. Front and End Matter

- Preliminary pages (i–iv) to be prepared by the publisher
- Dedication page (optional) on page v
- Table of Contents starts on a new right-hand page (v or vii)
- Preface by the editor (optional) starts on the first right-hand page following the last page of the Table of Contents
- Acknowledgements page (optional) starts on a new right-hand page
- The Introduction should be placed in the preliminary pages starting on a new right-hand page
- The first page of the first contribution should start on page 1. All following contributions should start on a right-hand page. Please paginate the contributions in the order in which they are to be published
- The Index (Subject and/or Author) should start on a new right-hand page, after the last contribution
- Please supply the contributors to the volume with these style guidelines

14.2. Consistency of the Volume

- A volume editor is responsible for making the collection of contributions into a consistent whole, both in format and content
- When formatting a volume please choose to work with either Word, WordPerfect, or LaTeX. Do not mix applications within one volume
- When printing the final version, make sure a laser printer is used, and sufficient toner is available throughout the printing. We would like to receive some sample pages from your output to judge whether the camera-ready manuscript is acceptable for reproduction

15. FOR MORE INFORMATION

If you have any questions concerning the above, please do not hesitate to contact your Publishing Editor at Kluwer Academic Publishers.

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