

Quick Guide to Manuscript Preparation

Are you writing a book or contributing a chapter to an edited work with Wiley-VCH? This quick guide gives an overview of key points for you to consider when preparing your manuscript.

A full version of these guidelines is available on:

<https://authorservices.wiley.com/author-resources/book-authors/prepare-your-manuscript/index.html>

Preparing Your Manuscript

Recommended Software

- Microsoft Word
- TeX or LaTeX: a template/style file package can be downloaded from our website. It is essential that a reference pdf is supplied in addition to the full set of .tex files.
- For mathematics: Mathtype or the tool available from Word to prepare mathematical equations

Structuring the Manuscript

Please keep in mind that a clear and consistent structure is key to a good reader experience for both the print and electronic versions of your book.

Use as minimal style elements and features as possible. We will apply the page design according to the Wiley-VCH layout guidelines. Instead, focus your attention to structuring your manuscript so that it is clear and consistent to the reader; i.e., all figures and tables are numbered sequentially and are mentioned in the text. Figure captions should easily be identified as such, and headings of the same level should have the same decimal classification; i.e., the same hierarchy of headings are applied for all chapters across the book, etc.

There are four heading levels available in addition to the chapter heading for you to use in the structure of your manuscript:

- 1 Heading level 0 (chapter heading)
- 1.1 Heading level 1
- 1.1.1 Heading level 2
- 1.1.1.1 Heading level 3
- 1.1.1.1.1 Heading level 4

You also have the option to group chapters into parts.

References should be placed at the end of the respective chapter in the order of their appearance within the text. The default reference system applied by Wiley-VCH is Vancouver (numbering system).

Artwork Requirements

File Formats:

- Figures and images: supplied as tif or jpg files in resolutions confirmed below and in our full guidelines.
- Line drawings and illustrations: supplied as vector graphics (eps, svg).
- Chemical structures: prepare using ChemDraw and provide as cdx and eps files. Please indicate which **version of the ChemDraw program** you have used.

If you are planning to use formats other than the ones described above, please provide sample material for us to check their usability.

Resolution: Half tone images, such as photographs should have a minimum resolution of 300 dpi. Line drawings a minimum of 600 dpi (preferentially 1200 dpi).

Lines: Drawings and illustrations may consist of different line widths. The minimum line width we accept to ensure sufficient print quality is 0.35 mm.

Scales and Dimensions: Graphical elements and their corresponding labels should be prepared in a uniform manner so that the size of the graphical and text elements harmonize with each other and figures/illustrations appear homogeneous across chapter(s).

Naming and Organizing the Files

Use an unambiguous and consistent system when naming electronic files and folders. Organize your manuscript into chapters: create a folder for each chapter (e.g., chapter number_author name), which contains separate subfolders for text and figure files respectively (e.g., subfolders “chapter_7_text” and “chapter_7_figures”). File names of figures and tables should include the chapter number as well as the number assigned to the element in the text (e.g., figure 5 in chapter 3 should be named fig_3.5., table 7 in chapter 2 should be named tab_2.7).

If you embed figures within the text, please provide them additionally as separate files in one of the above-mentioned formats. These files will be used for further processing.

Submitting Your Manuscript

What we require from you

- An electronic version of your manuscript (Word or LaTeX), comprising of the final text as well as any figures, illustrations and tables, provided as separate files
- Other components of the book, such as preface, foreword, dedication, lists of abbreviations and symbols, appendices, etc.
- A pdf file of the complete manuscript (text, mathematics, chemical structures, images, captions, tables, etc.) for reference purposes
- Author addresses as they are to appear in the published book
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