

Guidelines for authors on preparing book manuscripts

Welcome to Wiley-VCH!

Whether you are an experienced author or publisher or are preparing a manuscript for the first time – the following paragraphs should help to provide you with all the important information you need concerning the production of books and the preparation of manuscripts suitable for that process. Prominent authors have published with Wiley-VCH for decades, and we take pride in both the high level of mutual trust that characterizes our relationships with our authors and the high quality of our books.

These guidelines will help you to prepare all of the components that make up your manuscript in such a way that the book can be published in an efficient and timely manner. Please feel free to contact us whenever you have questions about these guidelines.

Below is a short outline of these guidelines:

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Reproduction permissions

Information on handling foreign image or text elements, as well as a blank version of a form for requesting permission to reproduce such elements, can be found in Appendix 1 of these Guidelines. The form is also available electronically via <http://www.wiley-vch.de/publish/en/service/permission>.

It is the responsibility of the author(s) to obtain written permission for the reproduction, both in print and for online use, of manuscript elements from their respective copyright holders. This permission must include reprints, further editions, electronic processing, and translations into other languages.

Templates

If you plan to prepare your manuscript in LaTeX we recommend to use our LaTeX template. This will help us in achieving a trouble-free and swift conversion of your manuscript into a finished book.

- Our LaTeX template is available from our website via:
<http://www.wiley-vch.de/publish/authors/auguidelines>

Online submission of manuscripts

Please liaise with your contact person at Wiley-VCH for more information on the possibility of an electronic workflow for the preparation and submission of your manuscript. We will be happy to provide you with all necessary information.

Checklist for manuscript submission

Basics

- Please keep, for safety reasons, both a printed copy of the manuscript as well as electronic files of all relevant data.
 - Please ensure that the paper print-outs of the manuscript, and all its components, that you submit to Wiley-VCH correspond exactly to the electronic data.
 - Please do not exceed or fall short of the agreed number of pages. (One page of text with ca. 2500 characters, including spaces, is normally equivalent to one printed page. The space required for tables and images should be estimated on a per-case basis.)
-

Text

- The manuscript version is definitive.
 - The headings are numbered, to a maximum depth level of four.
 - Headings and paragraphs are recognizable as such.
 - Graphics, schemes, equations, and tables are referred to in the text at least once, in the order in which they appear.
 - The manuscript pages and references are numbered sequentially and consistently.
 - The text part includes: running text, references, image captions (with source information, when required), and (small) tables.
-

Tables

- Tables are numbered consistently, with chapter numbers, and have a table header.
-

Graphics

- The graphics are complete and stored separately from the text (as graphics files).
 - The software programs that have been used to prepare the images are listed.
 - Originals suitable for reproduction are provided, in cases where no electronic data is available.
 - All images have a caption (with source information, when required). The captions have been included at the end of the text files.
-

Reproduction permissions

- All required permissions have been obtained and are included. A blank form for requesting reproduction permission can be found in Appendix 1 of these Guidelines. The form is also available electronically via <http://www.wiley-vch.de/publish/dt/service/permission>.
 - A list of all cited material for which no permission has yet been obtained is included.
-

Electronic files and media

- CD-ROMs are marked with the name of the book project.
 - Text, large tables, and graphics are stored in separate folders, which are named clearly and contain the chapter number (e.g. chapter_4_tables).
 - The electronic files are named in an unambiguous and consistent manner and have the appropriate file extensions.
-

Submission

- Your submission comprises a data carrier (alternatively: electronic files as e-mail attachment or uploaded via a file transfer protocol (FTP) server) and a paper print-out (alternatively: a thoroughly checked portable document file (PDF)) of the complete manuscript with text, images, forms, etc. (e.g. a list of reproduction permissions that have not yet been obtained).
 - The software used to prepare the text and images, including version numbers, is listed.
 - All principal and co-authors are listed together with their full postal and electronic mail addresses (see Appendix 2).
-

Authors Guidelines
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Condensed Instructions

Dear author,
Dear editor,

With these Condensed Instructions you can quickly inform yourself of the most important points we wish you to take into consideration when preparing your manuscript.

The bracketed paragraph numbers refer to the corresponding sections in the Guide for Authors.

What to send to Wiley-VCH

- An electronic version of your manuscript (in an editable text file, e.g., Word), including the complete text as well as any graphics/illustrations and tables.
- A print-out of the complete manuscript (text, images, image captions, tables, etc.) or, alternatively, a portable document file (PDF), for reference purposes.
- Other components of the book, such as preface, foreword, dedication, lists of abbreviations and symbols, appendices, index, biographies, etc.
- All required permissions for reproduction of elements originating from other sources, in particular graphics.
- The author addresses, exactly as they are to appear in the published book.

How to prepare your documents

- **Recommended software**
 - Microsoft Word for Windows: a guideline for how to use the template function in Word is available from our website via <http://www.wiley-vch.de/publish/authors/auguidelines>.
 - MathType (for Word-embedded equations).
 - TeX or LaTeX: a template for LaTeX is available from our website via <http://www.wiley-vch.de/publish/authors/auguidelines>.
 - Graphics and illustrations must be prepared with professional graphics software, and should preferably be submitted as vector graphics file, EPS, or TIF in sufficiently high resolution, in addition to the original image file (see Appendix 3).
 - ChemDraw or CorelDraw for chemical formulas – indicating the **program version** is particularly important.
- **Naming electronic files**

Please use a consistent and uniform system for naming electronic files (e.g. chapternumber_author) and create a separate folder for text, graphics, and large tables for each chapter (see section 2.7). File names of tables and graphics should contain the chapter number as well as the number assigned to the element in the text (e.g., 2_1). Please ensure that the file type is correct.

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- **Saving electronic files**

Please always save the different components of your manuscript in separate files and chapter-wise (e.g. “chapter_7” contains a folder “chapter_7_text” and “chapter_7_graphics”).

- Text folder: text including mathematical equations, references, tables, and captions.
- Graphics folder: figures, diagrams, schemes (chemical reactions), chemical formulae (structures), half-tone images.

Please do not insert graphics into the text, but save them separately, as described above.

Before submitting your manuscript, please use the checklist to verify that you have included everything!

Guide for Authors

Dear author,
Dear editor,

Welcome to Wiley-VCH! It is our intention to support you during the preparation of your manuscript, so that the complete manuscript can be published in an efficient manner. The following paragraphs contain extensive guidelines, which, in addition to detailed lay-out instructions, will also provide you with background information on the different steps that are involved in producing a book. We thus hope that, apart from arousing your interest in the production process as a whole, we can also create an understanding for the requirements we place on the submitted manuscript.

1

General

1.1

Components of a book

Front matter/prelims

This includes the introductory text that precedes the main text.

The prelims consist of:

Essential:

- the title pages I–IV, which are prepared by Wiley-VCH,
- your complete address,
- the Table of Contents,
- a preface (written by the author or editor) to explain the ideas behind the work, how the book came about, etc.,
- a list of authors, which can be produced by the Wiley-VCH if the editor and the authors of individual chapters provide addresses for publication.

Optional:

- dedication,
- foreword (not written by the authors or editors),
- acknowledgments (if not already included in the preface),
- list of symbols and abbreviations (conforming to IUPAC guidelines and the SI system).

Roman, not Arabic, numbers are used for these pages. The information on these pages is used for promotional and cataloging purposes.

Content

The content of the work is divided into chapters, which are divided into sections. Chapters with related content may be combined into parts. In addition, keywords (up to six per chapter/monograph) are required for the online version of your book.

Back matter

This includes:

- references (which may be subdivided into cited sources and sources for further reading, see Section 2.9 and Appendix 4), in case references are not listed separately for each chapter,
- appendices, glossaries, or solutions to problems in the book,
- in addition, (almost) every book contains an index (see Section 2.11 and Appendix 5).

Should you have questions, please speak to your contact person.

1.2

How a book is produced

The submission of your manuscript initiates the following steps in the production process:

The **editorial office** verifies that the submitted manuscript corresponds to the agreed content and length, and is complete.

Copy-editing: The copy-editor checks and edits the complete manuscript for internal consistency, language usage, and if necessary content. Any queries the copy-editor may have about the content or style will be incorporated as annotations in typeset text, should they not already have been answered after direct contact between copy-editor and author during the copy-editing process.

The individual parts of the book are prepared for the next production steps and unified according to the layout guidelines. This applies to both the print product and the electronic product.

Graphics: The size and style of graphics are adjusted according to layout guidelines defined by Wiley-VCH.

Typesetting: The typesetter converts the data into the format used by the typesetting company's systems. The standard layout used by Wiley-VCH has been specified with great care and precision, taking into account studies on legibility. The typesetting systems are not word processing programs, but highly developed industrial systems with a high level of automation. Text and graphics (illustrations, schemes, tables) are combined to produce the proofs.

Proofreading: You will receive the proofs, in general as a portable document format (PDF) file, in order to correct typesetting errors and to verify that the proofs are complete. Please refrain from adding or omitting substantial amounts of text, which may considerably alter the page proofs. Changes to the layout can only be carried out in exceptional circumstances. Please ensure that all queries to the author, which are either embedded between blockades (black squares in the text) or are numbered in the page margin (for example Q1), are answered. Your corrections will be checked by the editorial office, and subsequently be carried out by the typesetter.

In case the index entries have not been electronically marked in the manuscript, an index will have to be created manually by the author/editor or be produced by the publisher.

Printing and binding are then carried out by specialist companies before the finished books are delivered to our central **warehouse**. Your book is then available worldwide from every bookstore and via the internet.

2

The manuscript

In the next sections all components and elements of a manuscript are extensively explained, and important tips are provided. We kindly ask you to take this information into account.

In the book “Schreiben und Publizieren in den Naturwissenschaften” by H. F. Ebel, C. Bliefert, and W. Greulich, Wiley-VCH, Weinheim, Germany, 2006 you will find, complementary to these guidelines, comprehensive instructions on writing books and other scientific publications.

The electronic manuscript

Your book will not only appear in print, but also electronically. To this end, XML coding will be carried out during the typesetting process. This makes a consistent and uniform structure of the manuscript a stringent requirement.

2.1

Spelling

Please consult the latest edition of Duden “Die Deutsche Rechtschreibung” for spelling in German publications, the “Oxford English Dictionary” and “Oxford Manual of Style” for spelling and style, respectively, in British-English publications, and the “Merriam-Webster Collegiate Dictionary” and “Chicago Manual of Style” for spelling and style, respectively, in American-English publications.

2.2

Text preparation and exceptions

- Running text should be continuous. Please do not make use of manual line breaks which can be made by pressing the \leftarrow or \hat{u} + \leftarrow keys. The typesetter will take care of the professional layout and formatting of your text.
- Distinguish separate sections, and sections from headers, by a single blank line.
- Use only italic or bold formatting to emphasize text (sparsely).
- Greek letters, mathematical symbols, and other special characters should be inserted via the “Insert” function of your word processor.
- Use as few footnotes as possible and please formulate them as brief as possible. Incorporate longer passages into the main text.
- Make use of automatic page numbering.
- Never insert spaces or make use of carriage returns twice or more in a row (e.g. to indicate a new section or separate columns in a table).
- Scientific abbreviations: please always define an abbreviation where it appears in the text for the first time (e.g. “GC (gas chromatography)”).
- Units: Please use only SI units (International System of Units). A protected space should be inserted between a number and its unit (in Word this can be achieved by using the CTRL + \hat{u} + SPACE key combination).
- Please write out numbers (up to twelve), except when they are used with a unit of measure. For example two experiments, five cases, 13 grants, 2 mg, 5 m, 9%, 1.50 Euro.
- Please use italic formatting in principle only for mathematical variables, genus and species names, and chemical prefixes. In the text: *in vivo*, *in situ*, *et al.* Use of italic formatting in the text should be careful and sparse (see also “emphasis”).
- A cross-reference in the text should always refer to a chapter and section, rather than a page number (e.g. “see Chapter 5”, or “see Section 2.4”). Page numbers may change during the draft and/or correction phase and are then no longer correct.

2.3

Headings

Different levels in heading hierarchies should be indicated via a decimal classification system. Four levels (e.g. Chapter 4, Section 4.1, Section 4.1.1, Section 4.1.1.1) and two non-numbered sublevels are available for subdividing text in our formatting layout. Further subdivisions can not be included. Headings need not be formatted, it suffices when they can be recognized as such by their numbering.

2.4

Units, abbreviations, and symbols

- Units: Please use only SI units.
- Abbreviations: Make consistent use of standard abbreviations throughout the text (refer to your dictionary or style guide). Scientific abbreviations should in principle be defined where they appear in the text for the first time (see Section 2.2).
- Symbols: In particular mathematical symbols should be unambiguously recognizable. Distinguish “one” from “lowercase L”, “capital O” from “zero”, “x” from “ χ ” (the Greek chi), “italic v” from “v” (the lowercase Greek nu), “n” from “ η ” (the lowercase Greek eta), “italic a” from “ α ” (the lowercase Greek alpha), “italic w” from “ ω ” (the lowercase Greek omega), etc.

2.5

Lists

- Hierarchical lists are numbered sequentially: 1., 2., 3., etc.
- Non-hierarchical lists are indicated by bullets (•).
- Further sublevels are indicated by what is known as an “em” dash (–).

2.6

Equations

- Mathematical equations should be placed on separate lines. In order to clearly distinguish them from the main text, one blank line should be inserted above and below the equation.
- The equations are to be numbered per chapter and in order of appearance, and the number should be placed in round brackets, for example (1.5). The numbers should be placed next to the equation, justified to the right side of the page.
- The equations should preferably be referred to in the text, using the same notation with round brackets.
- Symbols in formulae and sub- and superscripts must be clearly recognizable as such.
- Equations must be prepared using commonly available software (MathType, Word equation editor, or others) if LaTeX is not used.

2.7

Tables

- Tables should be numbered per chapter and in order of appearance (e.g. Table 2.1, 2.2, etc.) and have a title.
- Small tables can be placed in the running text, separated by a blank line above and below the table.
- Tables must be referred to in the text.
- Very large tables must be stored separately from the text. Insert a “placeholder” where you want the table to appear (e.g. <<Table 4.5>>).
- Table titles always consist of the term “Table”, its number, and a brief description.
- Footnotes that appear in tables should be formatted as superscripted small capital letters, enclosed in square brackets. The footnote text is placed under the table.

2.8

Graphics (line art figures, halftone figures, schemes, formulae)

- Graphics and schemes should be numbered per chapter and in order of appearance (e.g. Figure 2.1, 2.2, Scheme 2.1, 2.2).
- Figures should have a caption, which is placed underneath them, and must be referred to in the text.
- A number is sufficient for schemes and structure formulae (e.g. Scheme 1.3).
- The figure captions should be placed at the end of each chapter when submitting your manuscript.
- File names for graphics data must contain numbers (chapter, number, e.g. 4_13).
- The graphics should be prepared in a consistent style, using the same font type and lettering size and if possible the same scaling (see also Appendix 3).
- In structural formulae, the lettering size, bond lengths, and line thicknesses must remain consistent throughout.
- Structural formulae are numbered in order of appearance, and are also indicated by bold numbers in the text.
- Important tips and examples concerning the quality of graphics can be found in Appendix 5.

2.9

Citations (references) in the text

References are literature sources cited in the text.

The 1–n numbering system should be used, according to the order in which sources appear in the text. Example: “... was used in the organic synthesis [1]”. When citing multiple sources please use: [1, 2] or [1–5]. All citations that appear in tables, captions, or footnotes should be numbered according to the order in which these occur in the text.

At the end of the text all cited works should be listed in a separate section entitled “References”. Their numbers, which are enclosed in square brackets in the text, should not be enclosed in square brackets in the References section. References should be formatted according to Wiley-VCH guidelines (see Appendix 4 for details).

It is commonplace for manuscripts prepared by one single author to have the citations numbered sequentially throughout the whole manuscript, in which case the reference list appears after the last chapter.

Bibliography or “Further reading”: In this section literature can be presented that is not explicitly mentioned in the text, but does contain information that is relevant to the topic and may guide the reader.

Mixed listings (references and further reading) are also possible, provided that each is clearly distinguishable, for example, references with a subdivision “Further reading”.

Personal communications should not be placed in the references; such information must be integrated into the text.

2.10

Appendices

Appendices may be used to carry information that complements your book: extensive lists of tables or symbols, glossaries, or other material. Multiple appendices should be discriminated by using “Appendix A”, “Appendix B”, etc.

2.11

Indexes

An index is more than an alphabetical list of keywords with page numbers. It enables the reader direct access to relevant topics that are covered in the book.

An early choice of keywords for the index and electronic marking of these in the manuscript itself is useful, and for example in Word possible by making use of the “Index” function. At a later stage, keywords that are manually marked by the author in the finished proofs can be indexed or anchored in the typeset text. However, the subsequently generated index must always be checked by the author or editor.

Detailed instructions on generating indices can be found in Appendix 5.

Appendix 1

Reproduction permissions

It is the author's responsibility to obtain written permission for the reproduction of graphical elements, tables, or quotations from other works, the internet, or other electronic media. The permission should also cover further editions (printed or electronic) and translations into other languages. When permission is required please use the format the end of this Appendix or obtain the permission electronically (online) from the other publishers. The form covers all cases for which the copyright permission must apply. It is advisable to seek copyright permissions as early as possible, because the processing by the copyright holder may require a long time.

Situations requiring permission

Citing is considered highly important in the scientific world. Scientists must always make use of the work of others, for example to critically assess their results. Under certain circumstances you are allowed, through what is known as "fair use", to cite the contents of external sources in your own work without seeking permission from the copyright holder. Unfortunately, the rules on what constitutes fair use and what does not are not straightforward.

In case the work that you intend to cite is **rights-free** you do not need permission to use it. A work is considered rights-free when the length of the copyright term expires. Currently, the length of the copyright term in Germany is 70 years after the death of the author.

Not making verbatim or exact use of another work but only referring to it is not considered citing. This is the case when, for example, you only indicate the title or location of the other work. The bibliographic data involved are not considered protected by copyright law. Your references to a work is therefore free. The same applies to the incorporation of hyperlinks into online publications.

In principle you can only reproduce copyright-protected works without explicit permission from the copyright holder when:

- the citation has a certain implicit value, for example, it is considered authoritative,
- the citation occurs out of necessity,
- the citing work has already appeared or published,
- the citation occurs with a reference to the source and is recognizable as a citation.

If these requirements are not met, you must obtain copyright permission from the copyright holder.

Essentially, this will mean for you that:

- you are only allowed to cite from other works without permission, if you do so out of a specific necessity.
- To this end, the citation must serve to “argue the content” of your work. The citation should, for example serve as foundation or starting point for your independent views and beliefs, thus using the citation as a connection to your own paradigm.
- No necessity can be claimed when, for example, you merely cite from another work to avoid the effort of offering an explanation and are replacing it solely with the citation.
- It is also not allowed to use a citation solely for “cosmetic” purposes.
- Also problematic is the length of a citation. It is a common misconception that up to a certain upper limit of a defined number of words or lines a citation is always allowed without further consideration. This is incorrect. It is more important to consider whether each citation is really required and has been reduced to only that part that is essential to your argument.

Please also consider the following advice:

- As the question if and to what extent another work may be cited is not easy to answer, even for experts, in case of doubt it is recommended to always seek copyright permission.
- Book copyrights usually reside with the original publisher, whereas in case of contributions to magazines the author usually recovers the copyright after one or three years depending on the publisher.
- In your manuscript, unambiguous differentiation must make clear which texts are cited from other works, for example, by placing quotation marks or, in case of longer passages, formatting as an indented block.
- Obtaining reproduction permission for paintings, artists’ drawings, cartoons, photographs, and other such works may involve considerable costs. Please take this into account.

REPRODUCTION PERMISSION

Dear _____

I am preparing a publication entitled

which will be published by Wiley-VCH, Weinheim, Germany, as

- book
- journal contribution
- in print and/or electronic form
- (please check all that apply)

entitled _____

edited by _____

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1. Author(s) _____
2. Editor(s) _____
3. Title of book _____ Edition _____
or
Title of magazine _____ Volume _____
4. Image(s)/Table(s) _____
5. Page(s) _____
6. Publisher _____
7. Publication year _____

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Please grant permission by signing the attached original and return it to the address specified below. With your signature you confirm, that you are the sole holder of the copyrights and that the copyrights of third parties are not infringed. Should you not hold the copyrights, I would be grateful if you could inform me on whom I should contact in this matter.

With kind regards Name _____
Address _____
Date _____

Permission granted by _____

Signature _____ Date _____

Other copyright owners _____

Address _____

Appendix 2

Author addresses

Dear author,

To enable contact and correspondence between readers and authors, all books published with us contain an address list that specifies institutional/corporate contact details of all involved authors. To keep this list as up-to-date as possible, we kindly ask you to return the complete addresses of your co-authors together with the proof corrections. Please use the following form:

Title	_____
Name, first name	_____
University or company	_____
Faculty or department	_____
Street	_____
	(please note, that our delivery service cannot deliver to mail boxes)
ZIP code, city	_____
Country	_____
Telephone*	_____
E-mail*	_____

* This information is used for internal purposes and will only be volunteered in case of specific requests.

Please write out given names, at least the first name.

We prefer institutional/company addresses. If you prefer to be listed with your home address, please mention this explicitly on the form.

We thank you for your kind support.

Your Wiley-VCH team.

Appendix 3

Graphics – Guide for Authors

What to send to Wiley-VCH

Please supply the graphics electronically on a data carrier (CD-ROM), as an e-mail attachment, or via a FTP server. Access information for the latter can be obtained from your contact person. Please always indicate which contribution or chapter is being delivered, and mention the software used including version number. We also require a high-quality paper print-out of all graphical elements, which may serve as an original in case it is necessary to scan the item (or a PDF file that has been checked and approved by you). The print-outs must correspond exactly to the electronic data files.

Printing *color illustrations* is still very expensive. Please verify with your contact person at the publisher whether or not color can be used in your manuscript.

Software/graphics programs

Please use only commonly available commercial software packages such as, for example, CorelDraw, Adobe Illustrator, Microsoft Visio, etc. for diagrams, vector graphics, and charts or, for example, ChemDraw or IsisDraw for chemical structures. Use common software suites for graphics such as digital photos, scans, and halftone images, for example, Adobe Photoshop or Corel PhotoPaint.

The graphics files

Please, send us your data as vector graphics, JPG, TIF, or EPS (with embedded fonts) files, with the following resolutions:

- Halftones (photos): 300 dpi,
- Combinations of halftones and line art (text): 600 dpi,
- Pure line art (bitmaps): 1200 dpi,
- Diagrams/line art graphs that are based on a spreadsheet: please also send us the source file (e.g. Excel, PowerPoint).

Please store all graphical elements as separate files.

What to look out for when preparing graphics

Text: Use only one font type for all graphics. Sans serif fonts, such as Arial or Helvetica, are most suitable. If special emphasis of a piece of text is required then,

for example, a slightly larger font size or italic formatting can be used (this corresponds roughly to “Arial 8 pt”).

Font size: The ideal font size for the final graphics is 1.8 to 2.0 mm for numbers and capital letters.

Lines: The thinnest lines should be at least 0.35 mm thick. You can use different line thicknesses for clarity and differentiation. “Hairlines” can not be reproduced in print.

Hatching or dotted texturing: Please use only greyscales in graphics, and avoid making use of hatching or dotted texturing.

Consistent scaling: Graphics elements and the texts in them should be prepared in a consistent and uniform manner, so that the graphics in the finished work have a homogeneous appearance.

Image size (after scaling):

Our standard book layout has the following normalized image sizes within the page margins:

1. Normal width (one page width): 112 mm,
2. Reduced width (two-thirds page width): ca. 75 mm,
3. Smallest width (half page width): ca. 55 mm.
4. The upper limit on the image width is 132 mm, which can under no circumstance be exceeded.

Please make sure that the font size of text in the image is proportional to the dimensions of the image.

Example of a good illustration:

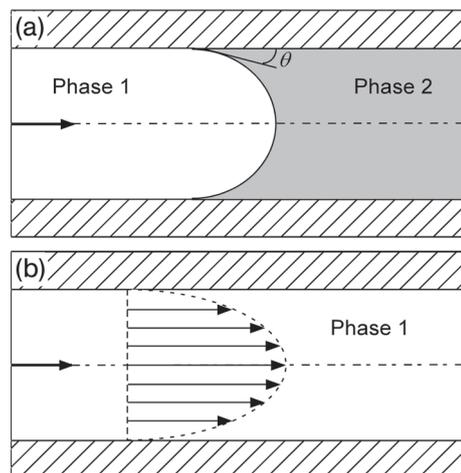


Figure 1. This is an example of a good Figure.

... and a not-so-good one:

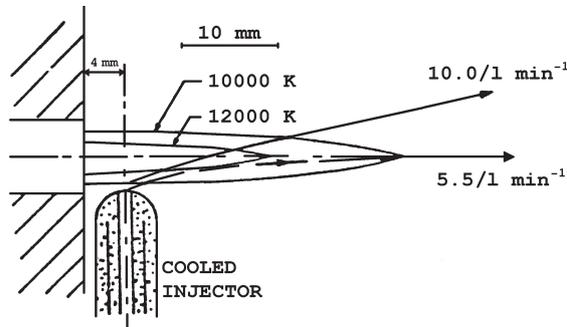


Figure 2. In this Figure the line thicknesses are too thick in relation to the font size.

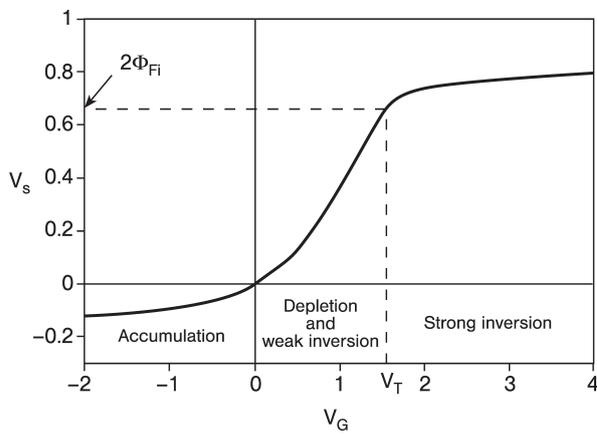


Figure 3. An example of a good diagram, with a good relation between line thickness and font size.

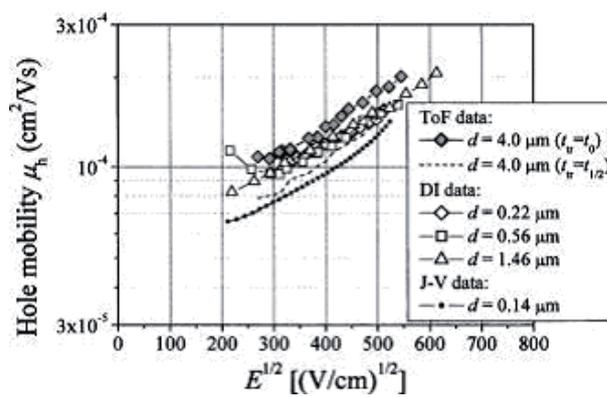
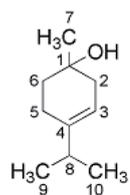
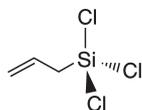
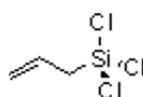
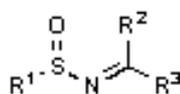


Figure 4. Here too much information is presented in a small area.

Chemical structures are clear, when the relationship between the bond lengths and font size is balanced.

Good examples**Terpinenol****Bad examples**

Appendix 4

Bibliography/references

Single-author work

Martin, R.D. (1990) *Primate Origins and Evolution*, John Wiley & Sons, Ltd, Chichester.

Published book (multiple-author work)

Dhir, R.K. and Green, J.W. (eds) (1990) *Protection of Concrete*, John Wiley & Sons, Ltd, Chichester.

Chapter in a published book

Stewart, S. and Kam, K.C. (1990) Radiotherapy techniques, planning and equipment, in *Treatment of Cancer*, 2nd edn (eds K. Sikora and K.E. Halnan), John Wiley & Sons, Ltd, Chichester, pp. 827–851.

Journal article

Onodera, A., Inoue, K., Yoshihara, H. (1990) Synthesis of cubic boron nitride from rhombohedral under high static pressure. *Journal of Materials Science*, 25 (10), 429–484. (Abbreviation of Journal title is possible.)

Conference proceeding

Reinhardt, H.W. and Naaman, A.E. (eds) (1992) *High Performance Fiber Reinforced Cement Composites*. Proceedings of the International RILEM/ACI Workshop, June 23–26, 1991, Mainz, Germany. John Wiley & Sons, Ltd, Chichester.

Technical report

World Health Organization (1982) WHO Expert Committee on Specifications for Pharmaceutical Preparations. 28th report. *WHO Tech. Rep. Ser.* 681.

Websites/URLs

www.worldleaders.com (23 January 2006)

Smith, W.A. and Collins, G. <http://www.smithspage.org/techspec.htm> (22 February 2006).

Remove the underlining. Please keep in mind that a reference to a website must always contain the date it was last accessed by you, and ensure that the address is still valid.

Unpublished work

Spanler, R. (1980) Characterization of the secretory defect present in glucose intolerant Yucatan miniature swine. Colorado State Univ. Dissertation.

Standards

ANSI X3.135-1986. (1986) Information technology – Database languages – Structured query language (SQL), American National Standards Institute, New York.

Standards may be difficult to identify. The following list contains some abbreviations that may suggest that a source is a standard.

- ANSI (American National Standards Institute)
- ASTM (American Society for Testing and Materials)
- CEN (European Committee for Standardization)
- DIN (Deutsche Industrie Norm)
- ISO (International Standards Organization)
- W3C (World-Wide Web Consortium)

Patents

Petroff, M.D. and Stapelbroek, M.G. (1980) Blocked impurity band detectors. US Patent 4, 586,960, filed Oct. 23, 1980 and issued Feb. 4, 1986.

Personal communication

Can be mentioned in the text, but is not to be included in the references.

We request that you, regardless of the number, name all authors.

We therefore also ask that you always provide the complete title of a work.

Appendix 5

Instructions on selecting and marking index entries

An index is more than an alphabetical list of keywords with page numbers. It enables the reader direct access to relevant topics that are covered in the book, but not specifically mentioned in the Table of Contents.

As there are several methods to compiling an index, we ask that you confer with your contact person at the publisher to establish which would work best for you.

Selecting index entries

- Only select keywords as index entries if they are covered and explained on the page in question. As a rule of thumb, ca. three to five keywords should be chosen per page of text.
- Subentries (e.g. Spectroscopy, fundamentals; Spectroscopy, instruments; etc.) will be generated when several entries refer to the same keyword.
- Cross-references “Spectroscopy – instruments, see Spectrometer” should not refer to an entry without a page number (i.e., another cross-reference).
- Use only one term for each concept (example: either atomic absorption spectrometry or AAS).
- Subentries could also be included as a Keyword if required in the index.

Indexing through electronic marking

Index entries that have been marked in the text electronically can be automatically processed by typesetting programs. However, the index must still be proofread by the author/editor or publisher.

Correcting an index

Formalities

- The spelling convention in the index should be the same as the one used in the text.
- Index entries should not start with an article (e.g. “a” or “the”) or preposition (e.g. “in”, “on”, “below”).
- When different terms or spellings for the same keyword are used in chapters that have been written by several authors, only one variant should be chosen and used consistently throughout.
- When a keyword consist of an adjective and a noun, alphabetic placement is usually determined according to the noun. The adjective should follow the noun, separated by a comma.

Alphabetic listing

- In British and American English single words are listed before compound words (e.g. New Zealand before Newfoundland).
- In German, listing is determined per letter, regardless of whether the term is a compound or not.
- If an entry has a number prefix it is listed according to the first letter, for example, 1,2-Diol is listed under D. Analogously, S-Hydroxytryptamine is listed under H.
- Entries that consist solely of numbers (e.g. 80386) are listed before the letter A.
- Entries that consist of symbols are listed after the letter Z.