



Basic guidelines for formatting manuscripts. Applicable for Word 2007.

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Generally: don't spend much time on formatting. Please just do some basic formatting with tools and styles provided by Word itself. Apply these styles consistently throughout your text. They help us define and differentiate your text elements.

Title

Use the "title" format offered by the "Styles" drop-down menu.

1 This is the Chapter Title

Text

This is text formatted as "Normal". You can change the font, if you don't like the preset choice in the "Styles" drop-down menu using "Modify...". Times New Roman is usually suited best.

It is not necessary to indent paragraphs.

Headings

Use the formats Word is offering you in the "Styles" drop-down menu. The heading levels will be numbered automatically. Always leave the numbers in all heading levels. It will be decided by Wiley-VCH later, if some levels will rather be unnumbered.

If you use cross-references to section headings in your text, just refer to headings in levels 1 to 3.

For example:

1.1 Numbered Heading 1

1.1.1 Numbered Heading 2

1.1.1.1 Numbered Heading 3

1.1.1.1.1 Numbered Heading 4

1.1.1.1.1.1 Numbered Heading 5

Captions

Figure 1.1: This is a caption of a figure styled as "normal". Collect captions at the end of the document.

Scheme 1.1: This is a caption of a scheme. Schemes don't necessarily need a caption, but a number.

Table 1.1: This is a heading of a table styled as "normal". Table captions should stay with the table body.

Lists

For lists please use Word's formatting tools in the "Paragraph" section.

<p>This is an unordered list (bulleted)</p> <ul style="list-style-type: none">• Item 1• Item 2• Item 3	<p>This is an ordered list (numbered)</p> <ol style="list-style-type: none">1. Item 12. Item 23. Item 3	<p>This is an ordered multilevel list</p> <ol style="list-style-type: none">1) Item 1<ol style="list-style-type: none">a) Item sublevel 1b) Second item sublevel 12) Item 23) Item 3 <p>Can also be defined differently</p>
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The print layout may differ from these examples. The above-listed examples are suggested, because they are easier to apply in Word 2007.

Tables

Please always create tables using Word's table format found under "Insert" and "Table". Don't spend too much time in formatting or alignment. Do not import tables as pictures/pdfs into your Word document.

Positioning of Tables and Figures

Please make sure that all tables and figures are mentioned in the text.

Tables usually can be placed in the text at the desired position. Complex tables should rather be saved at the end of the document.

Figures should not be embedded in the Word document. If all figures are cited and the file names carry the corresponding figure number, figures can be allocated easily. If you use unnumbered artwork, like chemical structures, indicate the exact file name for correct positioning.

Both, figures and tables, will generally be placed close to their first text citation. Further linking is not necessary.

Boxes

If you want to place extra text plus elements in a box (separated from running text), it is crucial to know where the box starts and ends. Word 2007 offers "Intense Quote" in the "Styles" drop-down menu, which can be used for this purpose. Neither the lines, nor the editorial instructions will later appear in the book.

Box beginning

This is the title of a box, if necessary, formatted as "normal" and using bold.

This is the text of the box, can also contain equations and artwork.

Box end

If you need several box types, you can change the colour:

Box definition beginning

This is another box type, can be now a definition for instance. You can name the box.

Quotes

Use the style "Quote".

"This is a quote. It is usually set in quotation marks."

Emphasis

For emphasis in the running text use italics. Just use bold exceptionally, it is a strong format.

Index

It is possible to use Word's index function, but please ask your Wiley contact first.

Comments to the manuscript

If you feel the need to explain or comment your manuscript for Wiley or the typesetter in single cases, you can use Word's comment function found under "Review" and "New Comment". Don't write editorial notes in the running text.

Footnotes/Endnotes

Please use Word's Footnote/endnote format.

Equations and equation editors

You can use Word's equation editor 3.0 or MathType.

For chemical structures and also

for further details see also Wiley author guidelines www.wiley-vch.de/publish/en/authors/auguidelines/).