

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 portable document file (PDF) or, alternatively, a print-out of the complete manuscript (text, images, image captions, tables, etc.), 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 template for Word is available from our website via <http://www.wiley-vch.de/publish/en/authors/auguidelines>.
 - MathType or Equation Editor 3.0 of Word (for Word-embedded equations).
 - TeX or LaTeX: a template for LaTeX is available from our website via <http://www.wiley-vch.de/publish/en/authors/auguidelines>.
 - Graphics and illustrations must be prepared with professional graphics software, and should preferably be submitted as vector graphics file, EPS, PPT, JPG, or TIF in sufficiently high resolution, in addition to the original image file (see Appendix 3).
 - ChemDraw for chemical formulas – indicating the **program version** is particularly important.
- **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.
5. The upper limit on the usage height is 188 mm (without legend), 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.

- **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.

- **Saving electronic files**

Please save the different components of your manuscript in separate files and chapterwise (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!