

**INSTRUCTIONS FOR THE AUTHOR OF A
CAMERA-READY MONOGRAPH**

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1. Introduction

We hope that these instructions will prove useful as you prepare the manuscript. Our instructions are intended to simplify your task and make the publication of your work more efficient and easier for both you and Kluwer. By supplying us with a clear, consistently prepared manuscript, you will help us in achieving our goal of producing a good book in the shortest time possible. If we have not answered all of your questions in this booklet, then by all means feel free to contact us directly at the address given on the last page of this booklet.

2. L^AT_EX

For authors using L^AT_EX to prepare their manuscript there is a special Kluwer style file available (CRCKAPB.STY). To obtain a copy of this style file, together with appropriate instructions, please contact our Editorial Department (E-mail address: EDITDEPT@wkap.nl).

The Kluwer stylefile automatically organizes format, character size, running heads etc.

3. Manuscript Preparation

3.1 FORMAT AND STYLE

It is very important that the camera-ready pages are of the appropriate page format.

The output should be arranged at a 10 pt character size, the typing area is 12.5 cm x 19.5 cm, excluding running heads. The text should be prepared using a wordprocessor and the final output should be made using a laser printer at 600 dpi minimum. Please note that handwritten symbols are not acceptable. The camera-ready copy will be printed exactly as it has been submitted so please make sure that the text is proofread with care.

The text should be typed single spaced throughout, except when typing mathematical or other equations. When typing super-scripts or subscripts, allow some extra space if necessary to avoid overlapping of lines. Type to the full width between margins, and use the full number of lines available on each page, unless this leads to an undesirable lay-out of displayed equations, or a heading appearing within two lines of the bottom of the page.

Be consistent with either British English or American English.

We are quite happy to leave other decisions regarding style and lay-out of the pages to you, as long as you ensure the required page format. The style used should, of course, be consistent throughout the manuscript.

It is recommended to send us some sample pages, so that we can comment on the lay-out used and, if appropriate, suggest improvements.

3.2. HEADINGS

Please distinguish the following four levels of headings:

1. First-order heading

This heading is in bold, upper and lowercase letters, numbered in arabic figures, and has two lines of space above and one line below. The text begins full out at the left margin

1.1 SECOND-ORDER HEADING IN CAPITALS

This heading is in roman capitals, numbered in arabic figures and has one line of space above and below. The text begins full out at the left margin.

1.1.1. *Third-order Heading in Italics*

This heading is in italics, upper and lower case letters, numbered in arabic figures and has one line of space above and no space below. The text begins full out at the left margin

Fourth-order Headings in Italics. This heading is in italics, upper and lower case letters, with one line of space above the heading. The heading has a full stop and the text runs on on the same line.

3.3 RUNNING HEADS

Please make sure that running heads are added to the typescript. These should be prepared as follows:

- Left-hand page: page number flush left; "Chapter@ plus number centered
- Right-hand page: AChapter title@ (or abbreviation) centered, page number flush right.

Please note that the first page of each chapter should not have a running head.

3.4. FIGURES AND PHOTOGRAPHS

Original line drawings are required, drawn in black ink on good quality tracing paper or plain white paper, or as a glossy photographic print. Photocopies do not reproduce very well. Halftones should be supplied as glossy prints or negatives. Colour illustrations should be the subject of agreement with the publisher.

Under no circumstance should you use adhesive tape for mounting the figures into the text. You should leave the appropriate space blank in the text, and submit the illustrations separately. The publisher will then take care of mounting the figures. Indicate author's name, figure number and its top in blue pencil at the back of each illustration.

Figures should be referred to as 'Figure' in the text (abbreviated to Fig. only in the caption).

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Please bear in mind that the typescript may be photographically reduced before printing. All lettering and fine detail of both line and photographic illustrations should be very clear and of good visual quality when printed.

3.5 REFERENCES

References should be in a 8 pt font and composed in a commonly accepted way. The references should be placed at the end of a contribution as a separate section.

A **journal reference** should comprise name(s), initial(s), full title of paper, name of journal, volume number, year of publication and first and last pages.

A **book reference** should comprise name(s), initial(s), full title, publisher, and year of publication. If the reference to be cited is an article from an edited volume, then the name of the author, the article title, editors and inclusive page number should be mentioned.

If the **reference to be cited is an article from an edited volume** then the name of the author, the article title, editors and inclusive pages should be mentioned.

Reference to unpublished papers should consist of: author=s name, initials, year (or: in press), title of paper, report, thesis, etc., other relevant details.

3.6 WRITING A PREFACE

The preface of a book can serve a most important function by informing both readers and reviewers about the aims and purpose of the volume and the audience for which it is intended. It is advisable to include such information in the first paragraph(s) of the preface.

Since many reviewers often base some of their comments on the preface, and often quote from it directly, it is particularly important to announce early in the preface a summary of the need for, and outlook of, the book, in a way that will enable reviewers to use suitable passages in their comments.

It is therefore suggested that the following information be given in the preface:

- ≡ Why the book is needed and the place that it is intended to take within the existing literature.
- ≡ Those groups of readers that should find the book of interest - both the primary and secondary audiences.
- ≡ The scope and treatment of the subject matter and kinds of information that can be found in the volume.
- ≡ Any special information about the scheme or plan of organisation of the volume. Avoid merely repeating the table of contents.
- ≡ Pertinent information about the field or area with which the volume is concerned and the relationship of the field to other scientific areas. (Treatment of this should preferably be kept brief.)
- ≡ Perhaps some brief statement about how the volume was conceived and developed. For example, it is useful to report when a book was developed under controlled conditions such as a course or series of seminars.
- ≡ It is often customary to include, near the end of the preface, a brief section of acknowledgements. Lengthy acknowledgements are better relegated to a separate page

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within the front matter of the book.

The preface should consist primarily of the above ideas. Additional ideas that the author or editor may wish to include should be placed preceding any brief acknowledgements.

3.7 PREPARING AN INDEX

An index is an indispensable component of a scholarly work. It provides a tool for the reader, enabling him to use the information contained in the work to the fullest extent. The index should be more than merely an alphabetical table of contents. It should not, on the other hand, be so exhaustive as to limit the reader's ability to consult and trace information through the book. As a rough guide, the index should comprise at least 1 full, double column page and at the most 4 pages.

Consider before you start whether a Name, Subject or a Combined index of names and subjects is necessary for your type of book. The Name index has its major use in discussion where the names cited stand as labels for a school of thought, where the names are of historic interest (the Einstein - Bohr discussions) or, particularly in a collected volume, where the names of contributors may be of archival or historical interest. The Subject index is, in our view, indispensable for any major scholarly work such as yours.

4. Preliminaries

The preliminaries (prelims) or front matter of a book consist of all materials which precede the text. (The first page of the text may be a part title, introduction, or chapter 1.) Prelims are numbered separately in lower case Roman numerals and include the following. Please note that pages i-iv will be prepared by Kluwer!!!

Half title (page i) : normally contains only the main title

Title page (page iii): includes the full title of the book, the subtitle, the name and affiliation of the author or editor, and the name and place of publisher.

Copyright page (page iv) : our Editorial Department adds the proper copyright notice to the prelims.

Table of contents (page v): the contents page is headed by the words 'Table of Contents' and lists everything from preface to indices. Each item should be listed exactly as it appears in the text. Any revisions made in the text should be checked in the contents to avoid discrepancies. Part titles and chapter titles are included in the table of contents. Each heading should be on a separate line; subheadings, if included, are indented under the chapter titles.

Dedication (optional) : If the book contains a dedication, this should be placed on page v. All subsequent pages will then be moved two pages (Table of Contents to start on page vii etc.).

The Introduction should also be placed in the preliminary pages (Roman numerals). However, if

the Introduction can be considered as a chapter, it should start on page 1.

5. Pagination of the Camera-Ready Manuscript

5.1 PRELIMINARY PAGES

- i - half title page
- ii - series page
- iii - title page
- iv - copyright page
- v - first page Table of Contents
- vii - Preface by Author (optional, this should start on right-hand page) followed by acknowledgments (also optional, beginning on new right-hand page)

5.2 REST OF MANUSCRIPT

The first page of the first chapter (or the Introduction Chapter) should start on page 1 (Arabic numbers). All new chapters should start on a new page (either right-hand or left-hand). The References/Bibliography should start on a new, right-hand page, after the last chapter. The Index should start on a new, right-hand page, after the references. Appendices should be included after the last chapter and before the reference. They do not need a chapter number (appendices can be numbered A, B, C, etc.). Part titles, although they do not bear a page number, are numbered anyway.

6. Manuscript checklist

Please use this checklist to ensure that your manuscript is complete and that important details are not overlooked. If some items are to be sent at a later date, please inform us when you send the manuscript.

	<u>Done</u>
1. Author(s) (give spelling of names as they are to appear in print).
2. Title of Work
3. Subtitle (if applicable)
4. One printed copy plus electronic data on floppy sent to Kluwer
5. Parts of manuscript included (if not included, indicate date to be sent)
Title page
Table of contents
Preface
Dedication (optional)
Introduction
Main Text
Appendix
Bibliography
Index

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6. All illustrative material, supplied in camera-ready form
 No. of line drawings:
 No. of photographs:
7. Additional remarks

7. Sending your Camera-Ready Manuscript

The package should be sent marked "Printed Matter - No Commercial Value". Insuring the parcel leads to delays at customs. If possible and appropriate, use an Express Courier Service, this minimizes the transit time. Please also include a floppy disk containing the electronic data. Make sure you keep a copy of the manuscript and floppy disk.

8. Whom to contact

For all further questions, please contact:

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