

# Book Publishing with De Gruyter: Instructions for Authors

## General Information

The purpose of these instructions is to insure a smooth transition from manuscript to printed book. Your manuscript will be typeset by the publisher, and your text formatted according to the standard series book layout. More detailed aspects of the layout (column titles, figure placement, table format, etc.) will be carried out in the production department. If you follow these guidelines it will help us to reformat your texts, and to avoid mistakes and subsequent corrections.

Your manuscript should be submitted in **digital form** (on CD-ROM, memosticks, via e-mail or transfer server) and accompanied by a **complete, paginated PDF** that is identical to the digital data. In case of doubt or technical problems the typesetter would refer to this PDF.

## Production Process

For multi-author works, please submit your manuscript to the editor/editors. They will edit your text and return it to you for your approval. All corrections should be discussed between authors and editors. The publisher should receive the final version of your text from the editors as both a clean word file and a PDF. This final version will be copy edited and language polished when necessary by the publisher in order to insure a homogeneous style. Several rounds of correction may be necessary before the manuscript is sent to the typesetter. The author will then receive galley proofs for final correction and imprimatur.

## Book Length / Chapter Length

One book page contains approximately 2.400 characters. You should allow half a page for illustrations and tables. You may count your characters with the Word menu: Extras->Word count. Based on this information, estimate the number of book pages. Please be sure to check with the publisher or editor in a timely fashion if it looks like your manuscript will longer or shorter than agreed upon.

## Operating System and Software

Please use standard software such as MS Word running under DOS, Windows, or Macintosh or LaTeX. If you are using other systems please check with the publisher.

## Equations

- We recommend the software Math Type® for creating equations. If you use the equation editor in MS-Word you must indicate in the PDF elements that should not to be italicized.
- Simple equations may be expressed using regular special characters (=,/,+,-,(),[], etc.).

## Units

Please use exclusively the metric system and SI units (International System of Units). In compound units be sure to use unambiguous characters and symbols.

## Formatting

Formatting should be kept to a minimum. Do not create headers or footers, page breaks etc. because these must be detected and erased manually. Do include page numbers. Some general rules apply:

- Do **not** arrange your text with the space key (e.g. for table-like passages, etc.). In such case use tabs or a paragraph (return key).

- Do **not** insert page breaks manually.
- Do not use all capital letters to highlight something within your text. You may highlight text passages with **bold** formatting.
- Dashes should be distinguishable from hyphens. Please use the long dash (Strg+Minus). Example: 1992–1998.

**Headings** should be clearly recognized and consistent. We recommend a hierarchy of 3 numbered headings (e.g. 1, 1.1, 1.1.1), one unnumbered heading and side heads when necessary. Avoid excessive structuring; four hierarchic levels should be sufficient to structure your text.

**Footnotes** should be avoided as they impede reading. If it is nevertheless necessary to create a footnote, it is preferable to use the MS-Word function to do so (Insert -> reference -> footnotes).

**Citation of References** in the text should be consistent. The 1–n numbering system in square parentheses [1] should be used, according to the order in which sources appear in the text. When citing multiple sources please use: [1, 2] or [1–5]. At the end of the text all cited works should be listed in a separate section entitled “References”. The form of the bibliography is treated below.

## Tables, Illustrations, Lists

Tables and figures should be numbered with Arabic numerals with the chapter number preceding (for example: Tab. 1.1, 1.2, 2.1; Fig. 3.1, etc.). In the table headings and figure captions “Table” and “Figure” should be abbreviated followed by the number and a colon, all of which should be in bold type: Tab.1.1: TextText; Fig.1.1: TextText. The table headings and figure captions should end with a period. To cite a figure or table in the text, capitalize, abbreviate in parentheses but write out when part of the sentence. For example: Table 1 presents these results; The results show... (Tab. 1).

### Tables

- Tables should be created with the table function of MS-Word or Excel or with the tabulator. Do not create tables using the space key!
- All tables should possess a short heading, completely labelled columns, and footnotes if required.
- Footnotes within a table should be marked with lower case letters and organized alphabetically.

### Figures

- If previously agreed and calculated with the Acquisition or Project Editor, figures can be processed by the publisher. In this case it is possible to provide the master illustration in any program or format, including hand drawn. If **not previously agreed**, please provide figures in a **high quality**, if possible as **vector graphics** or photos with at least a resolution of **300dpi**.
- Each illustration should be saved in a separate file, **not embedded in the text**. Figure legends can be placed at the end of the word document.
- The position of illustrations should be **marked within the text** (e.g. in a separate line Fig. 1.1 here).
- All abbreviations or symbols used in the illustration require explanation in the legend (except standard abbreviations that are explained in the text).

To create your own illustrations:

- Please use common graphic software as *Corel Draw*, *Adobe Illustrator*, *ChemDraw*, or *Macromedia Freehand*, and **save** files as **eps-file**. MS-Powerpoint in general creates graphics that are optimized for the computer screen and not for print media.
- Resolution of eps- or tif-files: **photos 300dpi**, combination of photos and text/graphics 1200dpi, just graphics 1200dpi.
- Please use a single font for all illustrations. So-called real fonts are required (e.g. from Adobe). Do not use PC-fonts (such as Arial). We recommend a sans-serif font such as Univers.
- We recommend a font size of 8pt.
- Please adjust the size of the illustration according to the print space, and column width. (Contact publisher about the specific dimensions.) Graphics should be created in original size to assure consistency of the font size.
- Define the thickness of lines. Please avoid so-called hair lines, the minimal line thickness should be 0.15 mm. We recommend a line thickness of 0.25 mm. For the purpose of discrimination you may use lines of different thickness (0.15 mm and higher)
- Graphical elements: Please use neutral gray scales of 10 % to 85 %. Try to avoid dot screen, and do just use gray lines or gray areas if they are required for the content (not for decorative purposes).

- We would appreciate a sample of your work before you begin drawing graphics.
- Please see the attached “**Instructions for delivery of image data**”.

#### Lists

- For lists use the dot bullet point function.

## Bibliography

The format for cited literature should be consistent throughout the book. This includes the completeness of the information, the format, as well as the journal abbreviations. References must be numbered consecutively in square brackets [] as they are cited. References first cited in a table or figure legend should be numbered so that they will be in sequence with references cited in the text at the point where the table or figure is first mentioned. List all authors when there are six or fewer; when there are seven or more, list the first three, followed by “et al.” When citing internet addresses it is important to include the access date as well as the URL. The references should take the following form:

- Book: [1] Hogan B, Costantini F, Lacy E. Manipulating the mouse embryo: A laboratory manual. Cold Spring Harbor, NY, USA, Cold Spring Harbor Laboratory Press, 1986.
- Book chapter: [2] Andrews RK, Berndt MC, López JA. The glycoprotein Ib-IX-V complex. In: Michelson A., ed. Platelets. 2nd ed. San Diego, CA, USA, Academic Press, 2006,145-63.
- Journal article: [3] Bernado P, Blanchard L, Timmins P, Marion D, Ruigrok RW, Blackledge M. A structural model for unfolded proteins from residual dipolar couplings and small-angle X-ray scattering. Proc Natl Acad Sci USA 2005,102,17002-7.
- Website: [4] U.S. positions on selected issues at the third negotiating session of the Framework Convention on Tobacco Control. Washington, D.C.: Committee on Government Reform, 2002. (Accessed March 4, 2002, at [http://www.house.gov/reform/min/inves\\_tobacco/index\\_accord.htm](http://www.house.gov/reform/min/inves_tobacco/index_accord.htm).)

## Index

The author (or in multi-author works, the editor) should prepare the index with help of the MS-Word index function or in LaTeX with the `\index{}` function. In general we recommend approximately 6-10 entries/page for textbooks and handbooks and 4-8 entries/page for monographs and specialists texts. Identify and mark keywords already as you write your text with the MS-Word index function:

- First highlight the keyword (or the keywords) with the cursor.
- Then go to insert -> reference -> index -> insert your entry or subentry.
- You can adjust the entry into the correct grammatical form or rename it.
- You can also insert cross-references. The entry will be anchored at the place you marked the keyword.
- You may mask or unmask your entries under View -> Markup.

## Corrections

Please discuss all corrections with the editors (using the MS-Word track changes function for example). The editors should submit a clean word file to the publisher.

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When permission request is required, and no standard form is offered by the rights holder, please use the form sheet at the end of these Guidelines for Authors.

These are guidelines and naturally there may be exceptions. If you have any questions, please do not hesitate to contact:

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