

Format Specifications

(This border is reserved for the printer's use)

(Title should be flush with this top border)

Title: 12 Point, Bold, Centered Across Both Columns, Times Font, Initial-Capitals

Author names and affiliations:
10 point, centered across both columns, Times font

Abstract

Start your abstract here. Do not use italics.

Subtitles are 10-Point Times Font

Subtitles should be bold, left justified, no underline. Title and subtitles should have the first character of each word in capitals.

Text: is 10 Point Times Font

The text is justified, single spaced, and starts on the next line (do not leave a blank line). Please use this sheet as a guide when composing your paper on a word processor or page layout program. Fit all text, subtitles, and footnotes within these columns. If you use our RTF/WORD Template file (word70.doc), these settings should be automatic. Make sure that your text columns are as wide as the text columns on this page. Also check to see that your center margin is the same width as the one on this page. To verify your measurements, superimpose one of your pages on top of this sheet and hold it up to the light.

Figures and photos may overlap the area between columns, but not into the borders. The publisher will use the borders for page numbering information. The print area in each column is 88.5mm x 246mm (approx 3.5" x 9.7").

For 8.5" x 11" paper, set margins to:
left and right : 17.0mm (0.67")
top and bottom: 16.7mm (0.66")
two columns with 5.0mm (0.2") between

For A4 paper, set margins to:
left and right : 13.8mm
top and bottom: 25.2mm
two columns with 5.0mm between

You may print your manuscript on ordinary laser paper. Using the specified font, type sizes, and styles will help give the finished book a unified look. Note that both columns are fully justified.

Important Reminder

Please include your current phone, fax, and/or email address. We may need to ask you about your manuscript.

Figures and Photographs

Most images and figures will be embedded in your word-processor file. This works best. We will verify that the text-flow is correct after we receive your file.

We expect you to submit a finished "paper" copy of your submission, ready to be printed. When possible, we will actually use your word processor file for printing the book and making the CD-ROM, using your "paper" version as a checkprint. If we have difficulties with the file, we may use the paper version for the book and CD. If you have glossy;

photos that are not embedded in your file, simply leave enough blank space within the manuscript. Then identify each figure on its back side and send them with the manuscript. The publisher will reduce them and place them where you indicate. Please make sure that the figures and text will still be legible after reducing. When reduced, the figures should contain type no smaller than 8 point.

Page Numbering

Do not insert footers or page numbers on the front; write page number on the back of each sheet.

(Reduce unnecessary "white space", such as extra blank lines)

[5 mm center column]

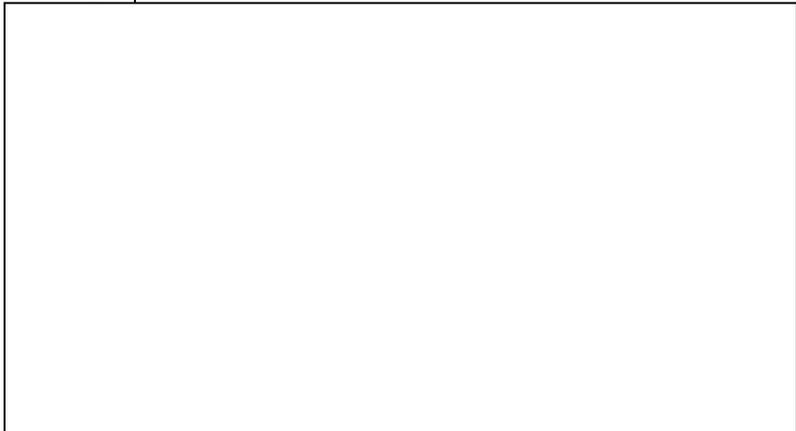


Figure 1: Figure or photo can span both columns -- or more than one column, if you wrap text around it.

(Fill columns all the way to the bottom)

(Text justified to both edges)

Verify on your printed copy: 7.2" or 18.3 cm