Saxe-Coburg Publications
Preparing your Chapter
For an Edited Book

Civil-Comp Ltd
Stirling, United Kingdom.

1   Introduction

Please read these instructions carefully. A few minutes spent reading this booklet will save you much time later. We suggest that you use LaTeX or Microsoft Word to prepare your document. Please use A4 sheets for the print-outs of your documents. The text of your document should be prepared in 12 point Times New Roman or with LaTeX Times font with single line spacing.

Some common errors or problems that occur in preparing documents are as follows:

- Please make sure that you use a laser printer for your print-outs. Inkjet, typeface or dot matrix printers may not be of sufficiently high standard.
- Please make sure that ALL your photographs, figures, graphs and tables are included in both the printouts and the electronic documents.
- Make sure that you use the correct widths and heights of the text column on each page. Be very careful on page one of your document where the title will be pasted by the publishers and you have to leave the area at the top of the page clear.
- Please ensure that the bottoms of pages of text are correctly aligned. Each page of text (except for the last page) should align with the bottom line of the template. DO NOT leave space at the bottom of any page. If you use LaTeX please use the \flushbottom command.

Documents not prepared to the correct presentation standards may be returned and miss the publication deadline.

2   General

The document should be prepared inside the area indicated by the guide lines on the template. The text should be laid out using single line spacing. Although it requires

some time to "layout" the paper, the uniform style considerably enhances the readability of our conference proceedings.

2.1 Running Headers

Do NOT include a running header. The publisher will electronically paste running headers onto your manuscript.

3 Language and Style

All documents should be in British-English. The document should be as brief as compatible with clarity and intelligibility.

4 Typeface and Printing Standard

The document should be prepared in Times New Roman font. Do not use any Asian fonts. Pay particular attention to the fonts used for legends in figures and in embedded tables. All printouts should be provided using a Laser Printer of minimum 300 dpi standard quality. Papers prepared using dot matrix, inkjet or printers of less than 300 dpi standard will not be accepted. Please print your paper on good quality paper (100gram/m2 is recommended).

4.1 LaTeX

The Times font may be implemented when using Latex by including the command
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\usepackage{times}
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in the preamble of your document.

5 Line Spacing and Font Sizes

Documents should be prepared in single line spacing. The pages of text should be fully (left and right) justified and aligned. Generally, no additional vertical space should be left between paragraphs. The width and height of the pages of text must exactly correspond to those on the template.

Care must be taken to ensure that space is not left at the bottom of any text pages and that the tops and bottoms of all text pages align with the template. This is referred to as flushbottoms or vertical justification. In general a space is left after each main title and a half space after each subsection and subsubsection title. To ensure that the columns have flushbottoms it may be necessary to add some additional space between paragraphs or above and below section headings.

A 12 point font size should be used for all body text.

6   Manuscript Length

The length of your document may have been specified by the Editor or publisher. Please contact the Editor if you are in doubt.

For production reasons we prefer papers to be of an even number of pages if at all possible.

7   First and Other Pages of the Document

The first page of your document requires special care during the preparation.

7.1   Page One of Your Document

On page one there should be no text or figures positioned above the dotted line in the shaded area. This area is reserved for the title block which will be typeset in a standard format by the publishers. In general there should be no figures or tables on page one.

For a sample first page please see the example paper downloadable from our website.

7.2   Other Pages of the Documents

Other pages of the document are prepared using the area above and below the dotted line. The full height of each page should be used for text. The bottoms of all pages should completely fill the page. Spaces should not be left at the bottom of pages.

8   Abstract

The abstract in the document should be given the unnumbered title "Abstract" and should begin just under the dotted line on page one using the full width of the page. Abstracts should be of about 100 words in length. The Abstract is not a numbered section. The word Abstract is in Bold and 14 point.

9   Keywords

Keywords should be provided in the style shown below:

Keywords: bears, diseases, pollution, rubella, population, environmental.

A minimum of six and a maximum of 12 keywords should be included. The words should not be capitalized unless they are names of people or places. The keywords are generally all in lower case.

The keywords are positioned directly after the abstract.

10   Sections – Subsections – Sub-Subsections

If you prepare your documents using LaTeX the default font sizes for section headings and section spacing are correct.

For non-LaTeX users the following guidance should be sufficient. Main sections should be numbered in the style 1, 2, 3.......etc. Subsections should be numbered in the style 1.1, 1.2 1.3 etc. Sub-Subsections should be numbered in the style 1.1.1, 1.1.2, 1.1.3 etc. An additional vertical full space should be left beneath a Section title. An additional vertical half space is required under each subsection title and no extra vertical space should be left beneath a sub-subsection. All section titles should be in upper and lower case, for example:

2.1.3   Example using the Beta Method.

All section, subsection and sub-subsection titles and numbers should be in bold and must be in the same typeface or font as the rest of the text.

- Section titles are in 16 point size, bold
- Subsection titles are in 14 point size, bold
- SubSubsection titles are in 12 point size, bold

11   References

A list of references should be given at the end of the document. These should be numbered consecutively in the text thus "...... clues to the psychology of Brunus edwardii are to be found extensively in references [3, 4]. Blackmore and Young [5] presented a 1970 review of the diseases present in this species. Elsewhere the effect of rubella [6] and environmental pollution [7] on the population of the species is examined.........." The references should be given in the following style:

References

[1]   M. Bond, "A bear called Paddington", Collins, London, United Kingdom, 1958.

[2]   A.A. Milne, "A House at Pooh Corner", Methuen & Co. Ltd., London, United Kingdom, 1928.

[3] D.K. Blackmore, C.M. Young, "Some Observations on the Diseases of Brunus edwardii (Species nova)", Veterinary Record, 90, 382-385, 1972.
[4] J.T. Paul, "The 1954 Rubella epidemic in Brunus edwardii", in "Proceedings of the Sixth International Conference on Epidemics in Europe", V. Lancaster, (Editor), Academic Medical Press, London, United Kingdom, 561-568, 1987.
[5] J.T. Paul, "Environmental Pollution and Brunus edwardii", in "Bear Population Studies", V. Lancaster, (Editor), Edinburgh Zoological Publications, Edinburgh, United Kingdom, Chapter 7, 123-168, 1988.

12 Illustrations: Figures, Photographs and Tables

Figures should be drawn using computer graphics or drafting systems. Photographs should be treated as figures i.e. given figure numbers and captions. In the text figures should be referred to in the style: " In Figure 1 a new bear is shown". All figures should be centred.

12.1 Numbering and Captions

All illustrations, of whatever type, should be numbered consecutively and given captions. All illustrations are, therefore, given figure numbers. All captions for figures and tables should appear BELOW their respective figure or table. All captions should be centred.

12.2 Tables

Tables should also be numbered consecutively in the text and referred to in the style: "Population studies for bears are given in Table 1". Tables should have captions. Tables should be placed within the text near to the place where they are first mentioned. They should preferably be located just after their first mention (rather than before).

12.3 Placing of Figures and Tables

All figures should be integrated within the text and not placed on pages at the end of the paper. Figures should be placed within the text near to the place where they are first mentioned. They should preferably be located just after their first mention (rather than before). Pay particular attention to the size of figures and tables. Not only the contents of your figure or table, but also the border (if any) around the figure or table should fit within the template.

12.4 Orientation of Figures and Tables

Figures and tables should be read without turning the page through 90 degrees - all figures and tables should be read when the page is viewed in portrait.

12.5 Media and Graphics Formats

Please refer to the "media and graphics format guide", available on the website.

13 Equations

Equations should be numbered consecutively in the text. Equations must be typeset not handwritten. Examples of the layout and numbering of equations are given in the enclosed example paper. In the text an equation should be referred to in the style: "The computation of steak and kidney pie rations for bears is given by Equation (1)". If you use Microsoft Word, do not use any Equation Editor program, different from the one that come with the standard installation of MS Word.

14 Notations

Any mathematical or other notation should be defined in the text when it is first referred to. Lists of notations should NOT be given.

15 Units and Abbreviations

It is desirable that SI units be used. If non-standard units are used (e.g. Imperial Units) appropriate conversion factors should be given.

16 Abbreviations

Abbreviations should be spelt out in full on first appearance.

17 Numbering of Pages

Please number the pages at the bottom centre of each sheet in the position given by the template using the Times New Roman 12pt font. If you use Microsoft Word, please use the example template supplied.

18 Manuscript Identification

Please write the title, author(s) name(s) and page number on the back of each printout sheet. Many authors find it best to print labels and attach these to the back of the sheets.

19 Title Block

Your title block will be typeset by the publisher from the information you supply separately. On a separate sheet please type the correct title and author details for your document. The title block includes author(s) name(s) and affiliation(s). It is not intended to give full postal addresses, job titles or qualifications of authors. All affiliations must be in English without abbreviations.

20 Submission

Please remember to send electronic versions as well as printouts of your document. For LaTeX-users: Send us your tex files (not the dvi or ps). Do not forget the figure files and the BibTeX files if applicable.