

Saxe-Coburg Publications Media and graphics format guide

When "the source" of a chapter, paper or publication is required, please stick to the following rules concerning the data formats.

For the body text any of the following are acceptable

- 1(one) LaTeX file (do not use the 'include' command) plus all relevant style and macro files that they are not standard (e.g. if you use report, article or book you don't need to send anything; if you have your own customised style file full of fancy macros please send it together with all support files)
- Microsoft Word (all PC versions up to Office 2007, no Mac)
- Rich Text Format (rtf) document
- pure ascii text

Colour

Unless you have made a special agreement with us beforehand, your chapter, paper or publication will be printed in monochrome (greyscale). All figures and diagrams should be created in monochrome or converted by you. Please check that there is enough contrast on graphs, bar charts and all other illustrations.

For line drawings, and diagrams

- CorelDraw (upto v11)
- Encapsulated Postscript (eps).

All text items and labels should be in a sufficiently large Times/TimesNewRoman/Roman font. Fonts must be embedded in eps files.

For bitmap images

- tiff/tif compressed or uncompressed
- jpeg/jpg with less than 20% fractal compression
- bmp

For Graphs, Charts, (all spreadsheet graphics)

- Encapsulated Postscript (eps) (a result of xfig, gnuplot, Harvard Graphics or other statistics packages)
- all raw data (as ascii text, comma separated values) together with a hard copy of what the graph should look like
- no spreadsheets are accepted

All text items and labels should be in a sufficiently large Times/TimesNewRoman/Roman font. Fonts must be embedded in eps files.

We accept the following media

- CD-ROM iso9660 or Joliet file system
- email electronic delivery if smaller than 5Mb after compression
- login credentials to an ftp or web-upload page

Compression formats allowed

- pkzip, winzip
- tar.gz, .Z

No macintosh stuffing (hqx) please