

Preparing a one column paper with MS-Word for Windows

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ABSTRACT: Authors of papers to proceedings have to type these in a form suitable for direct reproduction by the publisher. In order to ensure uniform style throughout the volume, all the papers have to be prepared strictly according to the instructions set below. The enclosed CPI_AR_PDF1.7.joboptions should be used to create the final Camera Ready Copy PDF file. The publisher will reduce the camera-ready copy to 75%. For the convenience of the authors, template files for MS Word 6.0 (and higher) are provided.

1 GENERAL INSTRUCTIONS

1.1 *Type area*

The text should fit exactly into the type area (150 × 240 mm). For A4 size paper the margin settings are as shown in Table 1 and are set out in the template file B1PROCA4.dot. The letter size margins shown in Table 1.

Table 1. Margin settings for A4 size paper and letter size paper.

Setting size paper	A4 size paper				Letter
	cm	inches	cm	inches	
Top			2.5	0.98"	
Bottom	1.75	0.69"	3.0	1.18"	
Left	2.01	0.79"	3.0	1.18"	
Right	3.28	1.29"	3.0	1.18"	
All other	3.28	1.29"	0.0"		0.0
	0.0"	0.0			

1.2 *Typefont, typesize and spacing*

Use Times New Roman 11 point size and 12 point line spacing (Standard text tag). Use roman type except for the headings (Heading tags), parameters in mathematics (not for log, sin, cos, ln, max., d (in dx), etc.), Latin names of species and genera in botany and zoology and the titles of journals and books which should all be in italics. Never use bold except to denote vectors in mathematics. Never underline any text. Use the small font (10 points on 11 points) for tables (Table tags), figure captions (Figure caption tag) and the references (Reference text tag). Never use letterspacing and never use more than one space after each other.

2 GETTING STARTED

2.1 *The template file*

Copy the template file B1ProcA4.dot to the template directory. This directory can be found by selecting the Tools menu, Options and then by tabbing the File Locations. When the Word

2.2 Title, author and affiliation frame

2.3 Abstract frame

2.4 *First line of text or heading*

If your text starts without a heading, you should place the cursor immediately before the I of INTRODUCTION, change the tag to First paragraph and type your text after deleting the word INTRODUCTION, but not the return at the end.

3 LAYOUT OF TEXT

3.1 *Text and indenting*

First lines of paragraphs are indented 4 mm (0.16") except for paragraphs after a heading or a blank line (First paragraph tag). Equations are indented 12 mm (0.47") (Formula tag).

3.2 Headings

In the Word programme this has to be done manually as follows: Place the cursor on the primary heading, select Paragraph in the Format menu, and change the setting for spacing after, from 12 pt to 0 pt. In the same way the setting in the secondary heading for spacing before should be changed from 18 pt to 6 pt.

3.3 Listing and numbering

For listing facts, use either the style tag `List summary signs` or the style tag `List number signs`.

3.8 Notes

These should be avoided. Insert the information in the text. In tables, the following reference marks should be used: *, **, etc. and the actual footnotes are then set directly underneath the table.

3.9 Conclusions

Conclusions should state concisely the most important propositions of the paper as well as the author's views of the practical implications of the results.

4 PHOTOGRAPHS AND FIGURES

Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Figures should fit within the column width of 90 mm (3.54") or within the type area width of 187 mm (7.36"). Figures should be self-explanatory and should be accompanied by a caption. Figures should be as simple as possible.

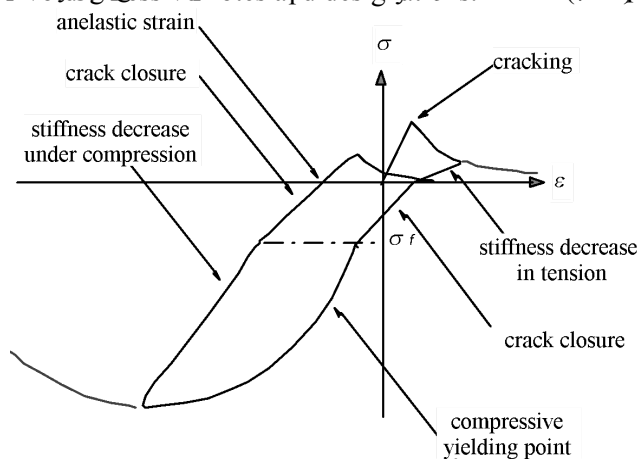


Figure 1. Caption of a typical figure.

5 PREFERENCES, SYMBOLS AND UNITS

Consistency of style is very important. Note the spacing, punctuation and caps in all the examples below.

- References in the text: Figure 1, Figures 2-4, 6, 8a, b (not abbreviated)
 - References between parentheses: (Fig. 1), (Figs 2-4, 6, 8a, b) (abbreviated)
 - USA / UK / The Netherlands instead of U.S.A. / U.K. / Netherlands / the Netherlands
 - Author & Author (1989) instead of Author and Author (1989)
 - (Author 1989a, b, Author & Author 1987) instead of (Author, 1989a,b; Author and Author, 1987)
 - (Author et al. 1989) instead of (Author, Author & Author 1989)
 - Use the following style: (Author, in press); (Author, in prep.); (Author, unpubl.); (Author, pers. comm.)
- Always use the official SI notations:
- kg / m / kJ / cm *instead of* kg. (Kg) / m. / kJ. (KJ) / cm.;

- 20°16'32"SW *instead of* 20° 16' 32" SW
- 0.50 *instead of* 0,50 (*used in French text*); 9000 *instead of* 9,000 *but if more than* 10,000: 10,000 *instead of* 10000
- ^{14}C *instead of* C^{14} / C-14 and BP / BC / AD *instead of* B.P. / B.C. / A.D.
- 20 *instead of* ×20 / X20 / x 20; $4 + 5 > 7$ *instead of* $4+5>7$ *but* -8 / +8 *instead of* - 8 / + 8
- e.g. / i.e. *instead of* e.g., / i.e.,

6 SUBMISSION OF MATERIAL TO THE EDITOR

~~This page has been intentionally blank to maintain consistency with the format of the journal. It should not be used for any other purpose.~~