

Instructions for the preparation of a camera-ready paper in Word¹

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Abstract. The abstract should be clear, descriptive, self-explanatory and no longer than 200 words. It should also be suitable for publication in abstracting services. Do not include references or formulae in the abstract.

Keywords. Keyword one, keyword two, keyword three, keyword four, keyword five

1. Introduction

This document provides instructions for style and layout, information on installing the Word template and how to submit the final version. The instructions are designed for the preparation of a camera-ready and accepted paper in MS Word and should be read carefully. Prepare your paper in the same style as used in this sample document.

Manuscripts must be written in English. Authors whose native language is not English are recommended to seek the advice of a native English speaker, if possible, before submitting their manuscripts. The pages in the manuscript should not be numbered and in the text no reference should be made to page numbers; if necessary, one may refer to sections. Try to avoid excessive use of italics and bold face.

2. Structure of the paper

2.1. Title page

The title page should provide the following information:

- Title (should be clear, descriptive and not too long);
- Name(s) of author(s); in the case of multiple authors always indicate who is the corresponding author. E-mail address of corresponding author is mandatory.

¹ Footnote in title.

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** Do not use capitals for the author's surname.

- Full affiliation(s);
- Abstract should be clear, descriptive, self-explanatory and no longer than 200 words, it should also be suitable for publication in abstracting services;
- Up to five keywords.

2.2. Body of the text

- The use of first persons (i.e., “I”, “we”, “their”, possessives, etc.) should be avoided, and can preferably be expressed by the passive voice or other ways. This also applies to the Abstract.
- A research paper should be structured in terms of four parts, each of which may comprise of multiple sections:
 - * Part One is problem description/definition, and a literature review upon the state of the art;
 - * Part Two is methodological formulation and/or theoretical development (fundamentals, principle and/or approach, etc.)
 - * Part Three is prototyping, case study or experiment;
 - * Part Four is critical evaluation against related works, and the conclusion.

In any article it is unnecessary to have an arrangement statement at the beginning (or end) of every (sub-) section. Rather, a single overall arrangement statement about the whole paper can be made at the end of the Introduction section.

3. Typographical style and layout

3.1. Type area

Always select A4 as the paper size in the document settings. The type area is 16.2 cm wide and 21.5 cm long. This area must be used to the maximum, and at the same time must not be exceeded. The following margin settings for *A4 size* paper will produce the correct result: top 4.5 cm; bottom: 3.7 cm; left and right: 2.4 cm.

3.2. Font

The font type for running text (body text) is 11 points Times New Roman. For literal text, please use one of the sans-serif fonts, or Courier. Use roman as default style, and keep bold and italics for section headings, subsection-headings, author’s affiliations, and special emphasis. In order to get the correct font size and spacing, use the template styles as much as possible to format your text.

3.3. *General layout*

Use single line spacing throughout the document. Keep the abstract, running text and long captions justified; the chapter title, author's name, affiliation, the table text, section headings – aligned left. Indent the first line of each paragraph by 0.37 cm.

3.4. *Title page*

Use sentence case for the title. Do not use capitals for author's surname. Do not add a period after the last keyword.

3.5. *(Sub-) section headings*

Use sentence case in the headings. Whether or not you use automatic numbering, please check it carefully. Keep headings flushed left. Headings should not have a full stop at the end.

3.6. *Footnotes*

Footnotes should only be used if absolutely essential. In most cases it is possible to incorporate the information in the text. If used, they should be numbered in the text, indicated by superscript numbers and kept as short as possible. Footnotes and endnotes should both be numbered in Arabic numerals and, in the case of endnotes, preceded by the heading "Endnotes".

3.7. *References*

All works or studies referred to in the research report/dissertation/thesis in the form of quotations or citations must be included in the references. The references should be written consistently in the American Psychological Association (APA) format. This list of references should not be numbered.

Example of in text format: (Angamuthu & Ramalingam, 2011)

3.8. *Figures*

3.8.1. *General remarks on figures*

The text should include references to all figures. Refer to figures in the text as Fig. 1 (or Figure 1 in the beginning of a sentence), Fig. 2, etc., **not** with the section number included, e.g. Table 3.2, Figure 2.3, etc. Do not use the words "below" or "above" when referring to the tables, figures, etc.

Do not collect figures at the back of your article, but incorporate them in the text. Position tables and figures at the top or bottom of a page, with at least 2 lines extra space between tables or figures and the running text. Illustrations should be centered on the page. Tables and figures should not have text wrapped alongside.

Each figure should have a self-explanatory caption. Place the figure captions *below* the figure. Abbreviate 'Figure' to 'Fig.' to start the caption and use roman font for the text of the caption. Keep table and figure captions justified. Center short figure captions only. The minimum *font size* for characters in tables is 8 points, and for lettering in other illustrations, 6 points.

On maps and other figures where a *scale* is needed, use bar scales rather than numerical ones of the type 1:10,000.

3.8.2. *Quality of illustrations*

Do *not* use illustrations taken from the Internet. The resolution of images intended for viewing on a screen is not sufficient for the printed version of the journal. If you are incorporating screen captures, keep in mind that the text may not be legible after reproduction (using a screen capture tool, instead of the Print Screen option of PC's, might help to improve the quality).

- Line art should have a minimum resolution of 600 dpi, saved as EPS or TIFF;
- grayscales (incl photos) should have a minimum resolution of 300 dpi (no lettering), or 500 dpi (when there is lettering); save as TIFF;
- do not save figures as JPEG, this format may lose information in the process;
- do not use figures taken from the Internet, the resolution will be too low for printing;
- do not use color in your figures if they are to be printed in black & white, as this will reduce the print quality (note that in software the default is often color, you should change the settings);
- for figures that should be printed in color, please send a CMYK encoded EPS or TIFF.

3.8.3. *Color figures*

It is possible to have figures printed in color, provided the cost of their reproduction is paid for by the author. Please contact editorial@iospress.nl if you wish to have figures printed in color.

3.9. *Tables*

The text should include references to all tables. Number tables as Table 1, Table 2, etc, and refer to all of them in the text as Table 1, Table 2, etc., not with the section number included, e.g. Table 2.3, etc. Each table should have a brief and self-explanatory title. Place table captions *above* the table. Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses. Vertical lines should not be used to separate columns. Leave some extra space between the columns instead. Any explanations essential to the understanding of the table should be given in footnotes at the bottom of the table. SI units should be used, i.e., the units based on the metre, kilogramme, second, etc.

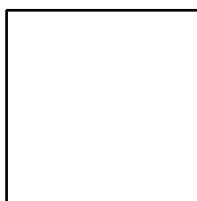


Figure 1. Short caption.

Table 1. Long caption. Long caption. Long caption. Long caption. Long caption. Long caption. Long caption. Long caption. Long caption. Long caption.

Column1	Column2	Column3
-10.2	10.2	10.2
5.36	6.32	6.32
-5.7	5.7	0.326

3.10. Equations

Position equations flush left with the margin 0.7 cm, preceded as well as followed by one blank line, or use equation style from the template. Number equations consecutively, not section-wise. Place the numbers in parentheses at the right-hand margin, level with the last line of the equation. Refer to equations in the text as Eq. (1), Eqs (3) and (5).

$$a + b = c \quad (1)$$

4. Fine tuning

4.1. Type area

Check once more that all the text and illustrations are inside the type area and that the type area is used to the maximum. You may of course end a page with one or more blank lines to avoid ‘widow’ headings, or at the end of a chapter.

4.2. Capitalization

Use sentence case in the title and headings.

4.3. Running headlines

Use header field to insert short title that will appear at the top of each page.

5. Submitting the paper

Submit the following to the journal Editorial office, online submission form or Editor-in-Chief (whichever is applicable for the journal):

1. MS Word document;
2. Identical high resolution PDF file with all fonts embedded. Use Adobe Acrobat Distiller and choose the job option *Press-Optimized*. Please make sure you do not submit more than one version of any item.

Acknowledgements

Please include your acknowledgements in an acknowledgements section.

References

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