# Instructions for the Preparation of a Camera-Ready Manuscript

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**Abstract**. These instructions are designed for both author and typist and should be read carefully. If they are not adhered to, it could result in delay in publication and/or in sub-optimal reproduction quality.

## 1. Typing Area

Use paper of A4 size, with the following typing area: length: 25 cm (or 10"), and width: 15.6 cm (or 6" 1/8). The recommend typefont is Times. As a second choice, use Garamond. Only for tables and figures (illustrations) may you use Helvetica, Univers or other sans-serif fonts. Use Roman as default type and keep italics and/or bold for special text parts.

Recommended typefont sizes:

a. For the title: 24 pts.
b. For the main text (including headings): 12 pts.
c. For abstract, footnotes, references, figures and tables: 10 pts.

Settings for the line spacing are: 2 pts. in cases (b) and (c), 4 pts. in case (a).

## 2. Typographical Style and Layout

Type the title approx. 2 cm below the first line of the page. Center the title (horizontally) on the page. Leave approx. 1 cm between title and the name and address of yourself (and of your co-authors, if any).

Type name(s) and addresse(s) in 12 pts. and center them (horizontally) on the page. Use for addresses *italics*.

Type the abstract at a maximum width of 12 cm. Center the abstract (horizontally) on the page. Number section and subsection headings consecutively in Arabic numbers and type them in **bold**, respectively *italics*. Keep headings and subheadings always flushed left. Do not include references to the literature, illustrations or tables in headings and subheadings. Keep two blank lines above a section heading and one above a subheading. Put one blank line under a heading and a subheading. Only if you want to emphasize specific parts of the main text, use *italics*. Otherwise, use Roman.

Start a new paragraph by indenting it from the left margin (and *not* by inserting a blank line), except under a heading and subheading.

All illustrations should be original drawings or photographic prints of originals. Photographs should be glossy prints. Photocopies are often not good enough and should be avoided. *All* illustrations must be numbered consecutively (i.e., *not* section-wise), using Arabic numbers.

All illustrations should be centered, except for very small figures (no wider than 7 cm), which may be placed side by side. Center figure captions *beneath* the figure. Position figures at the top or at the bottom of a page. Do not assemble figures at the back of your article, but place them as close as possible to where they are mentioned in the main text. Please keep in mind the distinction between figures and tables (the latter only contain alpha-numerical characters and no graphical elements).

*All* tables must be numbered consecutively (in Arabic numbers). Table headings should be placed *above* the table.

References to the literature should be mentioned in the main text by an Arabic number in square brackets. List these (in numerical order) at the very end of your paper (under the heading 'References').

After proofreading and correcting the typed sheets, write in pencil on the back (top righ-thand corner) of each sheet (1) your name, and (2) the sheet number. Mark the very last sheet by 'last page'.

In case you would like to receive more detailed instructions, please contact IOS Press, book production department, tel.: +31 20 638 21 89, fax: +31 20 620 34 19, email: editorial@ios.nl

## 3. 'Fine Tuning'

- Do not end a page with a heading or sub-heading.
- Do not end a page with one or more blank lines, except to avoid 'widow' headings and to end your article.
- Avoid starting a page with an incomplete line.
- Keep changes in fonts and style to a minimum so as to avoid a disorderly page layout.
- Do not underline headings, sub-headings, title, figure captions and table headings.
- Make sure that in figures the size of the largest characters and numbers is in proportion to the size of the smallest ones (i.e., alpha-numeric symbols should not be larger than approx. 150% of the smallest ones).
- Keep footnotes to a minimum or else list them in a special section before the References.

## References


[l] N. Nescio, Instructions for the Preparation of a Camera-Ready Manuscript. IOS Press, Amsterdam, 1991.

[2] Sir Karl Popper, The Critical Approach Versus the Mystique of Leadership, *Human Systems Management*, 8 (1989) 259-266.

[3] J. Edwards and P. Lawson, The Advancement of Transputers and Occam. In: J. Edwards (ed.), Occam and the Transputer - Current Developments. ISBN: 90 5199 063 4. IOS Press, Amsterdam, 1991, pp. 1-12.

[4] P. Welch et al., Transputing '91. ISBN: 90 5199 045 6. I0S Press, Amsterdam, 1991.