PREPARATION OF CAMERA-READY TYPESCRIPT: NATO-SERIES

A Guide for Authors

A.N. AUTHOR
Affiliation
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1. Introduction

These instructions are intended to provide guidance to authors when preparing camera-ready submissions to a volume in the NATO book series. Please read these general instructions carefully before beginning the final preparation of your camera-ready typescript.

In this Guide we distinguish three ways of preparing camera-ready copy:

(a) preparation on a computer using a wordprocessing package;
(b) preparation on a computer using LaTeX in combination with our style file CRCKAPB.STY;
(c) preparation on a typewriter.

Final output of (a) and (b) should *always* be done using a laser printer.

The LaTeX style file CRCKAPB.STY can be obtained from the Publisher. An accompanying sample and instruction file is also available in both electronic and hard copy form. See Section 14 for more information on how to obtain these files.

2. Printer Quality, Typing Area and Fonts

IMPORTANT:
If you produce your camera-ready copy using a laser printer, use a 12.5 × 19 cm typing area, as in these instructions, in combination with the 10 points Times font.

If you do not produce your camera-ready copy on a laser printer, use a typing area of 15 × 21.5 cm and a text font larger than in these instructions (e.g. 12 points). The pages will then be reduced by about 15% prior to printing.

Fonts
The names and sizes of fonts are often not the same on every computer system. In these instructions we use the Times font in the sizes 10 points for the text and 8 points for tables and figure legends. The references section should also be in the 8 points font.

In general, if you cannot produce an output in Times, choose a font on your system that is similar. Authors who produce output with LaTeX, can use TeX's standard Computer Modern Font.

3. Format and Style

The text should be in clear, concise English. Please be consistent in punctuation, abbreviations, spelling (British *vs.* American), headings and the style of referencing.

Camera-ready copy will be printed exactly as it has been submitted, so please make sure that the text is proofread with care.

In general, if you prepare your typescript on a computer using a wordprocessing package, use styles for the font(s), margin settings, headings, etc., rather than inserting these layout codes every time they are needed. This way, you will obtain maximum consistency in layout. Changes in the layout can be made by changing the relevant style(s).

4. Layout of the Opening Page

A sample for the opening page of a contribution is shown in Figure 1 on page 3. The opening page of a contribution in the NATO book series should always be a right hand page and should consist of: the title in capital letters, bold font, flush left, on the fourth text line; followed by the subtitle (if present) in italics, flush left, with one line of white above. The author's name(s) in capitals and the affiliation in italics, should be indented 2 cm from the left margin and should have two lines of white space above and three below, followed by the opening text, the first heading or the abstract.

5. Headings

Please distinguish the following four levels of headings:

1. First-order Heading

This heading is in bold, upper and lowercase letters, numbered in arabic figures, and has two lines of space above and one line below. The text begins full out at the left margin.

↕ 3 lines of white

TITLE OF CONTRIBUTION

Subtitle of Contribution

↕ 2 lines of white

←2cm→ A.N. AUTHOR
Affiliation
Institute address

↕ 3 lines of white

First textline, first heading or abstract.

Figure 1. Sample of opening part of contribution to a volume in the NATO series.

When preparing your manuscript on a typewriter, you can use all capital letters for the first-order headings.

1.1. SECOND-ORDER HEADING IN CAPITALS

This heading is in roman capitals, numbered in arabic figures and has one line of space above and below. The text begins full out at the left margin.

When preparing your manuscript on a typewriter and you have used capital letters for the first-order headings, you can use upper and lower case letters for the second-order headings with the same amount of space above and below.

1.1.1. *Third-order Heading in Italics*

This heading is in italics, upper and lower case letters, numbered in arabic figures and has one line of space above and no space below. The text begins full out at the left margin.

On a typewriter that cannot produce italic letters, you can use the underlining feature instead.

Fourth-order Heading in Italics. This heading is in italics, upper and lower-case letters, with one line of space above the heading. The heading has a full stop at the end and the text runs on on the same line.

On a typewriter that cannot produce italic letters, you can use the underlining feature instead.

If you prepare your typescript on a wordprocessor, we advise you to use styles to format the headings, rather than inserting the necessary layout codes every time. This will ensure maximum consistency in the style of the headings.

6. Figures and Photographs

- *Line drawings* must be submitted in original form, on good quality tracing paper, or as a glossy photographic print.
- *Halftone photographs* must be supplied as glossy prints.
- *Colour illustrations.* In the case of colour illustrations, the author is expected to cover the extra costs involved in advance. Please consult your Publisher about this.
- *Mount all illustrations* directly into the text at the appropriate places, using a good quality paste or gum. Under no circumstances should you use adhesive tape for mounting. Alternatively, you could leave the appropriate space blank in the text, and submit the illustrations separately. If you do so, please put the figure numbers in pencil in the open spaces in the text and on the back of the figures. Also indicate the top of the illustration. The Publisher will then take care of mounting the figures.
- *Reduction.* Should your typescript need to be photographically reduced before printing, please take this into account insofar as the size of lettering and fine detail of both line and photographic illustrations are concerned.
- *Colour illustrations.* In the case of colour illustrations, the author is expected to cover the extra costs involved in advance. Please consult your Publisher about this.
- *Legends* for figures/illustrations should not be incorporated in the figure itself and they should be listed in numerical order (headed as "*Figure 1.*", "*Figure 2.*", etc.). The legends should be set centred, below the figure.

7. Displayed Equations

Displayed equations should be set centred on the page, with the equation number in parentheses, flush right.

$$C_s = K_M \frac{\mu/\mu_x}{1 - \mu/\mu_x} \tag{1}$$

Wherever possible, try to avoid breaking equations between parentheses, brackets or braces. Characters not available on your typewriter or computer can often be improvised by typing them on a separate sheet and pasting them in. Many technical

symbols are available on dry-transfer lettering sheets and these can be used to good effect.

8. Tables

Please centre tables on the page, unless it is necessary to use the full page width. Exceptionally large tables may be placed landscape (90° rotated) on the page, with the top of the table at the left-hand margin. An example of a table is given below:

TABLE 1. A comparison of ice sheets during the Ice Age and the present day

Ice sheet	Volume (10^6 km^3)	
	Present	Age
Antarctic	30.0	34.0
Greenland	2.6	3.5
North American	–	33.0
Eurasian	–	13.3

9. References

The References should be typeset in a separate section as a numbered list at the end of your contribution in the following style:

Journal articles should consist of: author's name, initials, year, title of article, journal title, volume number, inclusive page numbers, e.g.:

1. Bear, J. and Bachmat, Y. (1986) Macroscopic modelling of transport phenomena in porous media, *Transport in Porous Media* **1**, 241–269.
2. Parello, B.D., Kabat, W.C., and Wos, L. (1986) Job-shop scheduling using automated reasoning, *J. Automated Reasoning* **2**, 1–42.

Book references should consist of: author's name, initials, year, title of book, publisher, place of publication, e.g.:

3. Meyers, R.T. (1988) *The Likelihood of Knowledge*, Kluwer Academic Publishers, Dordrecht.

If the reference to be cited is an article from an edited volume, then the name of the author, the article title, editors and inclusive page numbers should be mentioned, e.g.:

4. Rieke, M.J. (1988) Star formation at the galactic center, in R.E. Pudritz and M. Fich (eds.), *Galactic and Extragalactic Star Formation*, Kluwer Academic Publishers, Dordrecht, pp. 345–359.

Unpublished papers should consist of: author's name, initials, year (or: in press), title of paper, report, thesis, etc., other relevant details, e.g.:

5. Van der Ploeg, F. (1982) Generalized least squares methods for balancing large systems and tables of national accounts, CGP Discussion Paper No. 520.

The references above should be cross-referenced by numbers within square brackets:

...as cited in [1], and shown in the viability test of Parello *et al.* [2]...

The use of author initials for cross-references is not encouraged.

10. Running Headlines

For contributions to volumes in the NATO series, the running headlines should contain *only the page numbers*, as in these instructions.

11. Index

For the purpose of compiling a subject index, please submit two copies of your contribution to the Editor of the Volume and highlight in colour on one of the copies the keywords which should appear in the subject index.

12. Submission

Check your typescript very carefully before it is submitted. Submit two copies of the typescript to the Editor of the Volume. Always retain a copy of all material submitted as backup.

13. Notes for the Editor of the Volume

13.1. PRELIMINARY PAGES AND PAGINATION

- *Preliminary pages* (i–iv) to be prepared by the Publisher;
- *Dedication page* (optional) on page v;
- *Table of Contents* starts on a new right-hand page (v or vii);
- *Preface* by the editor starts on the first right-hand page following the last page of the Table of Contents;
- *Acknowledgements* (optional) starts on a new right-hand page;
- *Introduction.* (optional) If present, an introduction should be placed in the preliminary pages, starting on a new right-hand page.

- The first page of the first contribution should start on page 1. *All following contributions should start on a new right-hand page.* Please paginate the contributions, in the order in which they are to be published. Use blue pencil only.
- Please supply the contributors to the volume with instructions on the style of references that they should follow.
- The Index (subject and/or author) should start on a new right-hand page, after the last contribution.

13.2. DISK FORMATS AND WORD PROCESSING PACKAGES

If you want to edit contributions that are submitted electronically before submitting the camera-ready typescript to the Publisher, please take note of the following. Ask the authors to submit their contributions on a diskette in a format that you can use or can convert to the software that you use. Supply them with information on your computer system, your wordprocessing package and version. For more information, we refer you to the manuals of your software. Please note that if the manual does not mention the format explicitly, you probably will not be able to use the disk.

14. Information

If you want more information or if you have questions, please do not hesitate to contact us:

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The LaTeX style file CRCKAPB.STY and the accompanying sample and instruction file CRCKAPB.TEX are available from this
E-Mail address: EDITDEPT@WKAP.NL