

# General Instructions for Authors

## (Books)

1. Authors can download our style files, irrespective of the trim size of the book as agreed in the publishing contract, from WSPC's website at the following URL:

[http://www.wspc.com.sg/others/style\\_files/book/books\\_style\\_files.shtml](http://www.wspc.com.sg/others/style_files/book/books_style_files.shtml)

2. Authors may use the following software to prepare their manuscripts:

(a) Latex2e

(b) MS Word (please specify the version used)

Also, please inform the publisher whether it is done in PC, Unix or Macintosh format.

3. **Text Area and Font Sizes**

### **MS Word User**

- (1) Trim size: 6.5 by 9.75 inch
- (2) Text area: 5 by 7.6 inch (excluding running title and folio)
- (3) Text font: 11pt (11pt is recommended if you are using Times New Roman)
- (4) Interline spacing: 14pt
- (5) Chapter No.: 12pt (Bold Upper and Lower Case)
- (6) Chapter Title: 16 pt (Bold Upper and Lower Case)
- (7) Section heads:
  - (a) 1st Section head: 11pt Bold roman, Upper and Lower Case
  - (b) 2nd Section head: 11pt Bold italic, Capitalise 1st letter of 1st word only
  - (c) 3rd Section head: 11pt Italic, Capitalise 1st letter of 1st word only
- (8) Figure and Table captions are set in 9pt with 11pt for interline spacing
- (9) Table entries: 9pt
- (10) Running title (footers and headers): 9pt
- (11) Reference text: 9pt with interline spacing of 12pt
- (12) Index entries: 9pt with interline spacing of 11pt

### **Latex User**

- (1) Trim size: 6.5 by 9.75 inch
- (2) Text area: 5 by 7.6 inch (excluding running title and folio)
- (3) Text font: 10pt (CMR fonts by default)
- (4) Interline spacing: 13pt
- (5) Chapter No.: 12pt (\large, Bold Upper and Lower Case)
- (6) Chapter Title: 17pt (\Large, Bold Upper and Lower Case)
- (7) Section heads:

- (a) 1st Section head: 10pt Bold roman, Upper and Lower Case
- (b) 2nd Section head: 10pt Bold italic, Capitalise 1st letter of 1st word only
- (c) 3rd Section head: 10pt Italic, Capitalise 1st letter of 1st word only
- (8) Figure and Table captions are set in 8pt with baselineskip of 10pt
- (9) Table entries: 8pt
- (10) Running title (footers and headers): 8pt
- (11) Reference text: 9pt with baselineskip of 11pt
- (12) Index entries: 9pt with baselineskip of 11pt

#### 4. **Illustrations and images**

Please prepare all line drawings, halftones (gray scale) and colour illustrations in high resolution. The requirements are:

- (a) 600 dpi for line drawings (black and white)
- (b) 300 dpi for halftones (gray scale). Do not convert from colour images as they reproduce very poorly.
- (c) 300 dpi for colour images. Must be in CMYK (Cyan, Magenta, Yellow and Black) for colour separation. RGB (Red, Green and Blue) is unacceptable for colour separation work. Colour images to be printed in colour are allowed only as agreed in the contract.
- (d) Ensure all labels/annotations are sharp and clear for reproduction.  
Easy-to-read typeface/font like Arial, Helvetica or Times Roman are recommended for the labels.
- (e) To provide softcopy of the illustrations in either eps, ps, tif, jpg, gif or bmp format, preferable on a PC platform. All illustrations should be embedded in the text. At the same time provide the illustrations as individual files. Use the correct file names for each illustration, for example, John\_fig1.eps, John\_fig2.eps, or John\_fig1.tif, John\_fig2.tif.
- (f) If soft copies are not available, authors are requested to submit good original glossy prints for clear reproduction. Figure number must be clearly labeled on the back and preferably indicate which side of the figure is the top by using an arrow pointing upwards.

#### 5. **Pagination of the book**

##### (a) **Front matter**

- page i — half-title page, will be prepared by publisher
- page ii — blank
- page iii — full title page, will be prepared by publisher
- page iv — copyright page, will be prepared by publisher
- page v — dedication page (this is optional)
- page vi — blank
- page vii — Foreword / preface (if there is no dedication page then this will be on page v)
- page ix — Contents (starts on odd page with roman numeral, this will run on from the last page of the Foreword or Preface)

(b) **Main text**

Chapter 1 — starts on page 1

Chapter 2, etc. — you may run on the page numbers. It is not necessary for each chapter to start on an odd page.

(c) **Back matter**

References or

Bibliography — to start on odd page

Index — to start on odd page (it is best that authors code the index items in the softcopy)

If the organization of the author's manuscripts is different from the above pagination guidelines, please send an e-mail to the respective desk editor for advice.

6. **Camera-ready copy (crc) manuscripts**

For authors who are submitting their manuscripts in CRC form, (whether in pdf files or PostScript files) please ensure all postscript fonts, i.e. Type 1 fonts are embedded. Bitmap fonts, eg. Type 3 fonts are not readable on the screen and the search functions will not be made available.

Authors may supply pdf files either in CD-ROM, ZIP disk, or upload to our ftp site.

<ftp://ftp.wspc.com.sg/incoming/>

Before using ftp, it is best to inform the publisher or desk editor in advance.

Authors are advised to break the pdf files into individual chapter files, etc. For example,

Preface.pdf  
Contents.pdf  
John1.pdf (chapter 1)  
John2.pdf (chapter 2) etc.  
References.pdf  
Index.pdf

7. **Miscellaneous**

(a) Please ensure that quotation marks are paired correctly, e.g. “good quotes” rather than ”bad quotes”.

(b) Italicized words should not be done in Tex's mathmode when using TeX and Latex2e. This will result in unusual character spacing. Use the proper control sequence of “\it”.

(c) Use a hyphen (-) for compound words (e.g. ‘two-dimensional’), an en-dash (–) to link numbers, nouns or names (e.g. 220–240 Volts, electron–positron collisions, Einstein–Rosen–Podolsky paradox), and an em-dash (—) to link sentences or clauses — this is what we would regard as a ‘normal’ dash.

(d) Note this set of common abbreviations:

Equation(s)	—	Eq./Eqs.
Figure(s)	—	Fig./Figs.
Reference(s)	—	Ref./Refs.
Section(s)	—	Sec./Secs.

Please spell in full if any of the above is the first word of the sentence.

(e) Latin words are italicized, e.g.  
*et al., a priori, in situ, ibid. etc.*