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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 recommended type font 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 type font sizes:

1. for the title: 24 pts;
2. for the main text (including headings): 12 pts;
3. for abstract, footnotes, references, figures and tables: 10 pts.

Settings for the line spacing are: 2 pts. in cases (2) and (3), 4 pts. in case (1).

2 Typographical Style and Layout

2.1 Title, Authors and Addresses

Type the title approx. 2 cm below the first line of the page. Centre 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 address(es) in 12 pts. and centre them (horizontally) on the page. Use for addresses *italics*.

2.2 Abstract, Headings and Sub-Headings

Type the abstract at a maximum width of 12 cm. Centre 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 emphasise 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.

2.3 Illustrations, Figures and Tables

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. Centre 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-numeric characters and no graphical elements).

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

2.4 References

References to the literature [1] should be mentioned in the main text [2] by an Arabic number in square brackets [3]. List these (in numerical order of their citation [4] in your paper) at the very end of your paper (under the heading **References**). Don't forget to print these references in 10 pts.

2.5 Hard-Copy Submission

After proof-reading and correcting the typed sheets, write in pencil on the back (top right-hand corner) of each sheet (1) your name, and (2) the sheet number. Mark the very last sheet by 'last page'. [Note: for electronic submission, ignore this!]

2.6 Further Information

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@iospress.nl*

3 'Fine Tuning'

Please tidy up your final copy:

- do not end a page with a heading or sub-heading (no *widows*);
- 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 approximately 150% of the smallest ones);
- keep footnotes to a minimum or else list them in a special section before the references.

References

[1] N. Nescio. Instructions for the Preparation of a Camera-Ready Manuscript. Technical report, IOS Press, 1991.

[2] Sir Karl Popper. The Critical Approach Versus the Mystique of Leadership. *Human Systems Management*, pages 259–266, August 1991.

[3] P.H. Welch et al. (eds.). *Transputing -91*. IOS Press, Amsterdam, 1991. ISBN 90-5199-063-4.

[4] J. Edwards and P. Lawson. The Advancement of Transputers and occam. In J. Edwards et al., editors, *Occam and the TRansputer – Current Developments*, Amsterdam, 1991. IOS Press. ISBN 90-5199-063-4.