

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

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Abstract. The first sentence of the Abstract should follow the word “Abstract.” on the same line. 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. Unfortunately IOS Press can not give technical support on the template. These instructions also contain the necessary information for manual editing. Authors should realize that once the accepted paper is submitted for publication in the journal, the print and online version will be almost identical to the paper submitted for publication, except for the pagination, volume, and copyright year information.

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.

¹ Footnote in title. Please ensure there is a 24 pt blank line before the title!

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2. Installing and using the Microsoft Word template

Place the file in any of the directories where MS Word looks for templates. These directories are defined within MS Word under *Tools/Options/File Locations*.

2.1. Creating a new document with the MS Word template

In order to create a new document, do the following:

- Within MS Word, choose *File/New*.
- Define the type area as indicated in Section 4.1.
- Select the template *IOSPressSingleColumnJournal.dot* from the list of templates. Note that the .dot extension may not be visible; this depends on the user's preferences for displaying file extensions. Use the styles defined in the template as much as possible to format your text (see Table 1).

2.2. Reformatting an existing document to *IOSPressSingleColumnJournal.dot*

In order to apply the *IOSPressSingleColumn Journal* template to an existing MS Word document, do the following:

- Open the document in MS Word.
- Define the type area as indicated in Section 4.1.
- Choose *Tools/Templates and Add-ins* and attach the *IOSPressSingleColumnJournal* template to the document. Ensure that the box labelled *Automatically Update Document Styles* is set, as in Figure 1.
- Click OK.
- Choose *Edit/SelectAll* and apply the Normal style to all selected text (i.e., to the whole document).
- Save the document at this stage.
- Now work your way down through the document, applying styles to the text.

3. Structure of the paper

3.1. 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;
- Full affiliation(s);
- Present address of author(s), if different from affiliation;
- Complete address of corresponding author, including tel. no., fax no. and e-mail address;
- 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.

Table 1

The styles defined in the IOSPressSingleColumnJournal.dot file

Style Name	Use for	Short Description
Abstract	The Abstract	Font: 9 pt, roman. Alignment: justify. Space before Abstract: 42 pt. Space after Abstract: 10 pt. Use bold for the word "Abstract."
Affiliation	The affiliation(s) of the author(s)	Font: 11 pt, italic. Alignment: left. Do not hyphenate.
Author	The author(s) of your document	Font: 12 pt. Alignment: left.
CaptionLong	Captions and legends of illustrations of more than one line	Font: 9 pt. Alignment: justify. Space before 10 pt, space after 10 pt.
CaptionShort	Captions and legends of illustrations with more than one line	Font: 9 pt. Alignment: center. Space before 10 pt, space after 10 pt.
Equation	Equations	Indent: left 0.7 cm. Space before 6 pt, space after 6 pt. Tabs: right 0.75 cm.
Footnote	Footnotes	Font: 9 pt. Alignment: justify. Indent first line: 0.3 cm.
Heading 1	The first level headings	Font: 11 pt, bold. Alignment: left. Space before 24 pt, space after 12 pt. Do not hyphenate.
Heading 2	The second level headings	Font: 11 pt, italic. Alignment: left. Space before 12 pt, space after 12 pt. Do not hyphenate.
Heading 3	The third level headings	Font: 11 pt, italic. Alignment: left. Space before 12 pt. Do not hyphenate.
Heading 4	First level unnumbered heading	Font: 11 pt, italic. Alignment: left. Space before 6 pt. Do not hyphenate.
HeadingUnn1	First level unnumbered heading. Use for Acknowledgements, References, Appendix	Font: 11 pt, bold. Alignment: left. Space before 24 pt, space after 12 pt. Do not hyphenate. Unnumbered.
HeadingUnn2	Second level unnumbered heading	Font: 11 pt, italic. Alignment: left. Space before 12 pt, space after 12 pt. Do not hyphenate.
Keywords	The keywords	Font: 9 pt. Alignment: justify. Space after Keywords: 30 point.
LISTdash	Unnumbered lists, with dash	Font: 11 pt. Indent: left 0.37 cm, hanging 0.33 cm. Tabs: 0.7 cm.
LISTdescription	Unnumbered list with description	Font: 11 pt. Indent: left 0.37 cm.
LISTnum	Numbered lists	Font: 11 pt. Indent: left 0.37 cm, hanging 0.43 cm. Tabs: 0.8 cm.
Normal	Running text	Font: 11 pt, Times New Roman. Alignment: justify. Indent first line: 0.37 cm.
References	Bibliographic references	Font: 9 pt. Alignment: justify. Indent: left 0 cm, hanging 0.7 cm. Tabs: 0.7 cm.
Table	The table text	Font: 9 pt. Alignment: left
Title	The title of your paper	Font: 25 pt. Alignment: left. Space before: 32 pt, space after 28 pt.

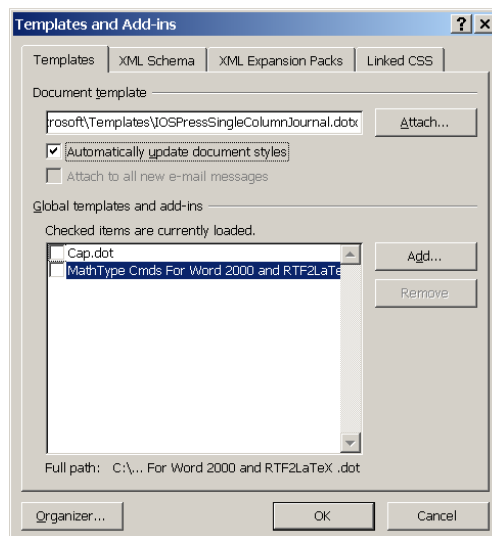


Fig. 1. Setting for document template.

3.2. 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.
- A survey paper may skip Part Three, but should multiply Part Two and elaborate Parts One and Four.
- An application paper may lightly touch Part Two but should elaborate Part Three, with Parts One and Four similar to what the research paper would.

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.

4. Typographical style and layout

4.1. Type area

Always select A4 as the paper size in the document settings. The type area is 16 cm wide and 20.6 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 4.4 cm; bottom: 4.6 cm; left and right: 2.5 cm.

4.2. *Font*

The font type for running text (body text) is 11 point 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. Font sizes and styles are indicated in Table 1. In order to get the correct font size and spacing, use the template styles as much as possible to format your text.

4.3. *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.

4.4. *Title page*

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

4.5. *(Sub-) section headings*

Apply the styles defined in Table 1 to the 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.

4.6. *Footnotes and endnotes*

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. If they take up more space than roughly 10% of the type area, list them as endnotes, before the References. Footnotes and endnotes should both be numbered in arabic numerals and, in the case of endnotes, preceded by the heading “Endnotes”.

4.7. *References*

References to the literature should be mentioned in the main text by arabic numerals in square brackets. All publications cited in the text should be presented in a list of references following the text of the manuscript. References should be listed alphabetically in the style presented in the References section of these instructions. Reference number [3] can be mentioned in the text before reference [1]. Multiple reference can be indicated as [3–5,9].

To produce the reference list at the end of the article, type the reference number in square brackets, insert a tab and type the text. Use a hard return at the end of each reference only. When the references are complete, select them all, and apply the style References from the template. For manual editing choose *Format/Paragraph*, and from the *Indentation Special* menu select: left 0 cm, hanging 0.7 cm, tab stop position 0.7 cm. Click OK.

4.8. Figures

4.8.1. General remarks on figures

The text should include references to all figures. Refer to figures in the text as Figure 1, Figure 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, except for small figures that can fit side by side inside the type area. 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.

4.8.2. Quality of illustrations

Use only Type I fonts for the lettering in 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, save as EPS or TIFF;
- greyscales (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.

4.8.3. 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. See section 4.8.2 for the required file formats.

4.9. Tables

Number tables as Table 1, Table 2 etc, and refer to all of them in the text. 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.

4.10. Equations

Position equations flush left with the margin 0.7 cm, preceded as well as followed by one blank line, or use the style defined in *IOSPressSingleColumnJournal.dot*. 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).

5. Fine tuning

5.1. 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.

5.2. Capitalization

Use sentence case in the title and headings.

5.3. Page numbers and running headlines

You do not need to include page numbers or running headlines. These elements will be added by the publisher.

6. 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.

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