

CARV 2007

Paper Preparation

A Guide for Authors

1. TYPE SIZE, TYPE AREA AND LINE SPACING

- Text and illustrations should fill, but not exceed, an area of 118 × 193mm; in MSWord, the correct “Page Setup” setting is for A4 paper with margins as follows: Top 5.6 cm; Bottom 4.8 cm; Left 4.6 cm; Right 4.6 cm; Header 4.5 cm).
- Use 10/11pt type (*i.e.*, 10pt with 1pt line spacing).
- The preferred font is Times New Roman, except for computer programs for which a fixed character width font should be used (e.g., courier).
- The text should be justified *left and right*, not ragged.
- If you end a page with a line or two to spare, insert a little extra space above and below subheadings, tables or illustrations.
- If a heading falls near the end of a page, there must also be enough space for at least two lines of text beneath the heading.

2. PARAGRAPHS AND FOOTNOTES

- The first line of a new paragraph should be indented, *except* when it is the first paragraph following a heading.
- Footnotes should be set at the foot of the page (keeping within the type area). Separate the footnote from the text by a line of white space and a short rule (approximately 20mm long) immediately above the footnote.

3. TITLE AND SUBSIDIARY HEADINGS

- Main words should begin with a capital letter - that is all words except definite and indefinite articles, conjunctions and prepositions of five letters or fewer. In addition, words following a hyphen thus: Well-**known**, High-**performance** *etc.*, should have a lower case initial unless they are proper names.
- Titles and headings should be ranged left with right justification turned *off*.
- Paper titles and headings are to be set in Arial, so there is a greater contrast with the text font. The font used in figure and table legends and running heads should be the same as that used in the paper and section titles (*i.e.*, Arial).
- Use the following sizes for paper title and headings:

<i>Paper Title</i>	14pt Bold u/lc
<i>Level 2</i>	12pt Bold u/lc (2 lines space above; 1 line space below)
<i>Level 3</i>	10pt Bold u/lc (1 line space above; 1 line space below)
<i>Level 4</i>	10pt Italic u/lc (1 line space above; 0 lines space below).

4. ILLUSTRATIONS

- Line Drawings These are illustrations consisting of black lines, annotations, hatched areas and tints. These should be large enough to view clearly, ensuring there is no broken or faint type. Please take special care to ensure that all lines/boxes/drawings/charts/graphs etc are clear and black. **As a rule of thumb lines less than 0.2mm thick are likely to disappear in the printing process.** If you are using tints (e.g., in pie or bar charts) tint values should be between 20% and 60%, in steps of not less than 20%. **If you are using a colour graphics package to create your illustrations you should convert to black, replacing the colours with various tints of black.** It is strongly recommended that you do not use photocopies or prints cut out of books or magazines as these often reproduce poorly.
- Halftones
 - (a) Inclusion of halftones (black and white screened photographs) must be agreed with Springer in advance. If approval is given, you should supply high contrast, unscreened prints separate from the CRC. Write your name and the figure number on a label and stick it onto the back of each illustration, marking the orientation with an upwards pointing arrow. Leave the correct amount of space on your CRC above the caption so the illustration can be inserted during the production process. You should ensure there is a minimum of 1 line space separating the illustration and caption from the text. If you are inserting a pre-screened halftone, the screen should not exceed 220 lines or pixels per inch. NB: Whereas it is possible to reduce or enlarge unscreened prints, screened prints are best reproduced "same size".
 - (b) Halftones integrated with electronic files should ideally be supplied in TIFF or JPEG format, maximum resolution 2400. It is helpful if illustrations can be supplied on a separate disc.
- Labels Figure labels should be in 9 point Times New Roman and should be in plain face with no bolding or italics. Where a label contains more than one word, the first word should be given a capital initial and subsequent words apart from proper nouns should have small initials.

5. CAPTIONS

- Illustrations, or figures, should be numbered **Fig. 1., Fig. 2.** *etc.*
- The caption should be positioned underneath the figure and separated from it by approximately 4 - 5mm (8pt) of white space. There should be at least 12 points of space between a figure caption and following text, if the following text is a section title, the amount of space between caption and title should be as indicated in Section 3 above.
- Set 1pt smaller than the main text.
- Single-line captions should be centred under the illustration. Multi-line captions should be set to the page width and fully justified.
- Figure and table legends should have the figure/table number in bold separated from the legend by a full point.
- Figure and table legends should only be concluded with a full stop when they consist of more than one sentence.

Example:

Fig. 1. Velocity profiles along geometric centrelines obtained by Approach 1

6a. TABLES

- The table contents and the caption should be set 1pt smaller than the main text
- The table caption should be positioned above the table. Insert one line space above and below tables.
- If possible, use horizontal rules only.
- There should be approximately 2 - 3mm (4pt) of white space between the table caption and the table.
- Tables should be horizontally centered with regard to the text block.

6b. ALGORITHMS

- Algorithms should be surrounded by a box similar to the outside edge of a table.
- Text within the box should be set 1 pt smaller than the main text.
- Algorithms should be numbered and captioned in the same way as tables, again with one line space above the caption and one line space below the algorithm box.

7. REFERENCES

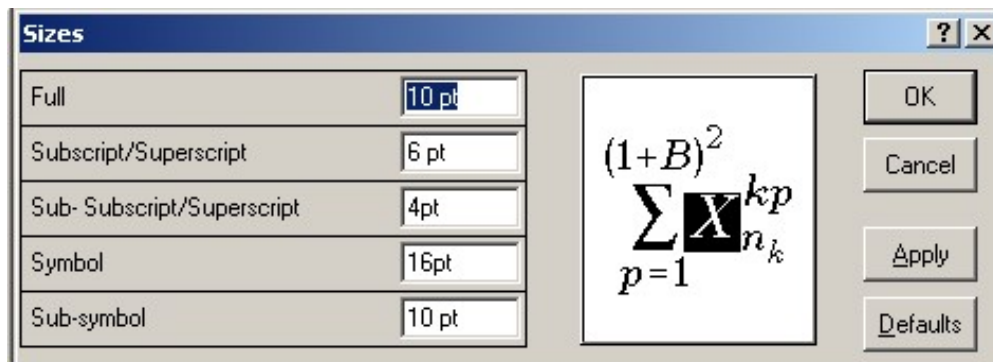
- The “author/date” system will be used (*i.e.*, Harvard style). See ‘Appendix A’.
- Information must be accurate – always check references against source.
- The information must be sufficient to locate the reference.
- Text citations and the reference list must tally.
- Be consistent.

8. USE OF LATIN AND ABBREVIATIONS

- Please ensure that wherever a Latin phrase is used it is placed in italics thus: *ad hoc*, and note that if a sentence begins with such a phrase it should begin with a lower case letter not a capital.
- This also applies to abbreviations which should be punctuated as though the whole phrases for which they stand were present, common examples are: *i.e.*, meaning “that is” should be followed by a comma, as should *etc.*, meaning “and the rest” when placed in the middle of a sentence, and e.g., meaning “for example”; in references the abbreviation *et al.* should be given its full stop and unless it occurs before a bracketed date “*et al.* (1995)”, followed by a comma: *et al.*,
- Please ensure that when quoting particular equations in body text the word “Equation” is given an upper case initial letter, thus: “Consider Equation 3.2 as the original objective function to be optimised...” or “From Equations 2.2 and 2.4, it can be seen that...”. This format should also be applied to references to any part of the text identified by a particular number - sections, expressions, theorems, figures, lemmas, *etc.*
- If your book uses significant MATLAB® or Simulink® content, please ask for the Mathworks’ guidelines on using their software, available from your editor.

9. WORKING WITH THE MS WORD EQUATION EDITOR

If you are using the MS Word equation editor to produce mathematical text, please alter the size settings of the editor as shown below (the defaults are too large).



APPENDIX A

References

- ✓ Reference lists for the Harvard system should be in alphabetical order by surname and initial. The numbered system lists the references in numerical order
- ✓ Check that all references cited in the text are given in the reference list and *vice versa*

Harvard

Journal Articles

- Kazazian HH Jr, Phillips JA III, Boehm CD, Vik TA, Mahoney MJ, Ritchey AK (1980) Prenatal diagnosis of beta-thalassemia by amniocentesis: linkage analysis using multiple polymorphic restriction endonuclease sites. *Blood* 56:926–930
- Steensma HY, Jongh FCM de, Linnekamp M (1998) The use of electrophoretic karyotypes in the classification of yeasts: *Kluyveromyces marxianus* and *K. lactis*. *Curr Genet* 14:311–317
- Tobias JM, Lipton MA, Le Pinat A (1946) Effect of anaesthetics and convulsants on brain acetylcholine. *Proc Soc Exp Biol Med* 61:51–54

(Journal titles should be abbreviated according to *Index Medicus* for medical publications and according to the *Bibliographic Guide for Editors and Authors* or the list of *Serial Sources for the Biosis Data Base* for biology and geology publications.)

Monographs

- Friede RL (1989) *Developmental neuropathology*, 2nd edn. Springer, Berlin Heidelberg New York
- Reinert J, Bajaj YPS (eds.) (1977) *Applied and fundamental aspects of plant cell, tissue, and organ culture*. Springer, Berlin Heidelberg New York
- Umezawa H (1971) *Enzyme inhibitors of microbial origin*. University of Tokyo Press, Tokyo

Edited works, series, handbooks, symposia

- Beckmann H (1986) Investigations of the cholinergic-adrenergic balance in affective disorders. In: Hippus H, Klerman GL, Matussek N (eds.) *New results in depression research*. Springer, Berlin Heidelberg New York, pp 196–204
- Böhm W (1979) *Methods of studying root systems*. (Ecological studies, vol 33) Springer, Berlin Heidelberg New York
- Goose G, Hoberet H, Schöttle R (1978) Peristaltische Verlaufsuntersuchungen bei Schizophrenen. In: Humberland G (ed.) *2. Weisenfelder Schizophrenie-Symposium*. Scherzinger, Nuremberg
- Sjöqvist F (1989) Pharmacogenetics of antidepressants. In: Dahl SG, Gram LF (eds.) *Clinical pharmacology in psychiatry*. (Psychopharmacology series, vol 7) Springer, Berlin Heidelberg New York

Works published in abstract form

- Semm K (1988) The impact of pelviscopy on a surgical specialty (abstract). *Surg Endosc* 2:119