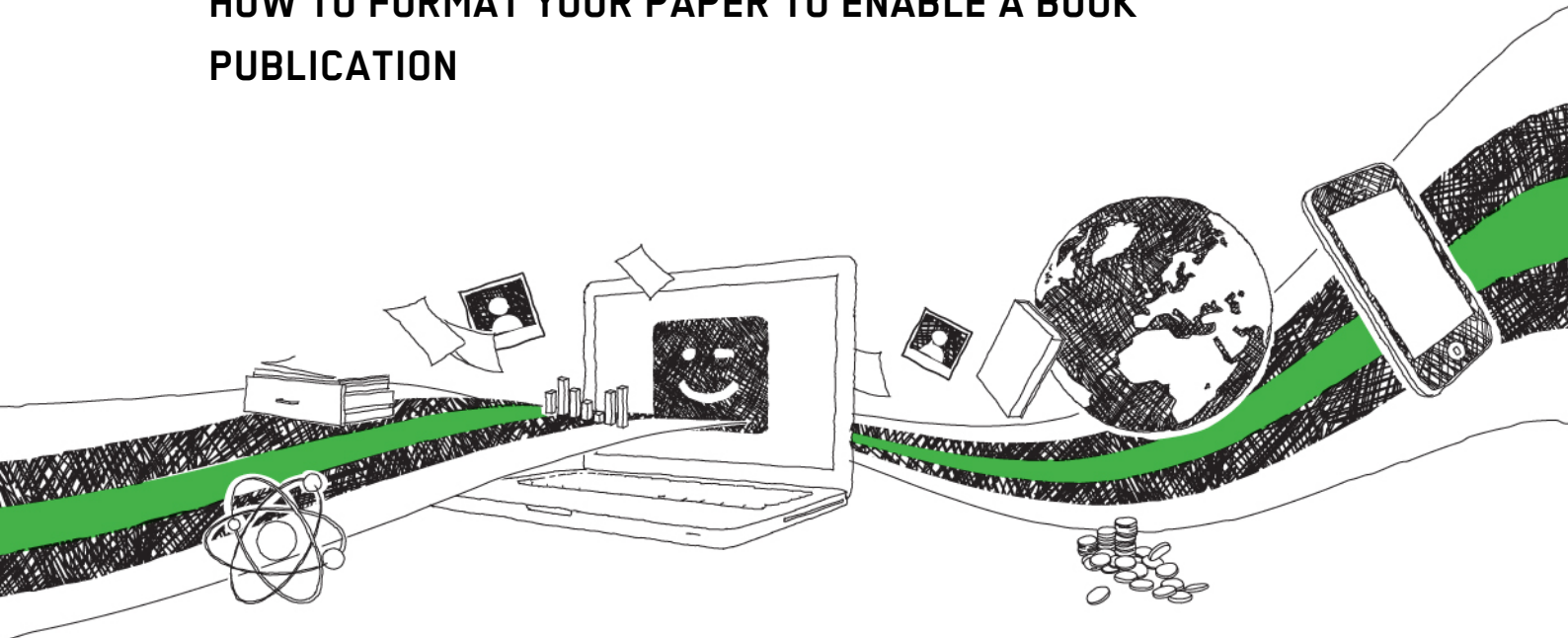


HOW TO FORMAT YOUR PAPER TO ENABLE A BOOK PUBLICATION



YOUR BOOK

These formatting recommendations are meant for your finished and complete document (final version incl. front page, index, bibliography, appendices if available, correct spelling, grammar and quotation of sources).

We provide the front cover as well as the preliminaries.

ACCEPTED FILE FORMATS

MS Word, OpenOffice, PDF, RTF.

The paper should be delivered in one file.

BOOK FORMAT / TYPE AREA

The size of document has to be DIN A4 (210 x 297mm). Please use the same margin on the left and right side of each page (best between 2 - 3 cm, not less than 1,5 cm each).

Toplines and page numbers should be centered.

TEXT

- If possible, please use the following fonts: Times New Roman, Arial or Garamond. Please ensure to embed all fonts in your file.
- Usually we scale down your master from DIN A4 to DIN A5: Please choose a large enough type size for your text (not less than 12 points, preferably justified).
- The type size used in tables and figures should be not smaller than 8 points.

PAGE BREAKS

Headlines should not be placed on the last line of a page. Please avoid starting a new page with the last few words of a paragraph.

GRAPHICS

- Higher resolution means better quality: Please use pictures with 300 dpi.
- Use 1200 dpi for line drawings.
- For charts and diagrams, please use gray levels instead of colors, if possible. We recommend a graduation of 20% from light gray to darker gray. Alternatively, you could fill the colored areas with patterns or cross-hatching.