

Manuscript preparation (IAG Proceedings)

Main settings

1. Please observe the type face for this particular book format which should not exceed 16 x 23 cm (width x height).
2. Justified text, automatic hyphenation.
3. We recommend Times for text, Helvetica for headings.
4. Type size : 10 pt for body text; line spacing 6 mm (= 18 pt)
Small type : 8.5 pt, line spacing 3.5 mm (= 10 pt); use for
 - special text parts (less important, long quotes, etc.)
 - lettering in figures and tables
 - table headings, figure legends
 - index
5. Indent (for paragraphs in body text): 4 mm
6. Line spacing above and below displays lists: at least 2 mm (= 6 pt)
7. Each contribution begins on a new page.
8. Set all headings flush left.
9. Page numbers should be inserted only after the complete manuscript is ready, and should be placed consistently at the top (or bottom) centre, or at the top (or bottom) left on even pages, and top (or bottom) right side of uneven pages. Wherever positioned, the page number should not be more than 0,8cm higher than the first line, or 0,8cm lower than the last line of the official type face (i.e. 23,8 cm below the top of the first line of text).
Pagination : front matter roman (I, II, etc.); main text arabic (1, 2, etc.)
10. Please do not use light colours for figures to appear in black and white, but prepare them in b/w from the outset, or check whether the grey shades are dark enough in the printout.
11. Do not write complete chapter headings in upper case letters, only the first letters of each word (except and, of , from, by, etc...) should be in capital letters.
12. Do not double-space the lines of your text.
13. Legends should be placed below figures, and at the top in tables.
14. The recommended resolution for figures is 300 dpi for halftones, and 600 dpi for line drawings. In most cases, if you feel the printout is good enough, it will be sufficient for the printers, too; therefore, check the printout yourself first.

Thank you for your cooperation.

Almas Schimmel

Project Editor Geosciences
Springer-Verlag GmbH

November 2004