

# PUBLICATION INSTRUCTIONS CRC PRESS/BALKEMA

Dear Author /Editor,

Thank you for your interest in publishing with CRC Press/Balkema. To get the most out of your book and to realize an effective publication process, we kindly advise you to read this document. It gives a brief description of our publication process, of what our role will be and what we require you to deliver.

Throughout the text, reference is made to a number of sections within this document, shown in **blue**, or to files enclosed separately for your convenience, printed in **green**.

We hope that this instruction package will provide the help you need. If you have further questions or remarks, do not hesitate to contact us. Any suggestions from your side are most welcome.

We look forward to working with you.

Yours sincerely,  
CRC Press/Balkema

## I. ACCEPTANCE OF YOUR BOOK PROPOSAL

### 1. Contractual Aspects

The publishing editor will send you a draft **Memorandum of Agreement (MOA)**. Once agreement on the MOA has been reached, it will be signed by both parties and you will be requested to send your **Bank Account Information Form** as well, if you are to receive royalties.

## II. PREPARATION OF YOUR MANUSCRIPT:

### 2. Send us a sample chapter first:

Upon acceptance of your book proposal, you are kindly requested to submit one or more complete sample chapters in their most final stage at that moment to our production department. A production editor will inspect the condition of the manuscript and give essential feedback for further improvement of the files if necessary. Please kindly follow this advice to make sure that your work is technically in the right condition for the production process.

### 3. Manuscript Preparation:

Detailed **Author Instructions** are enclosed as a separate file. If you have any questions or doubts, please contact Lukas Goosen (Lukas.goosen@taylorandfrancis.com).

### 4. Structure of your manuscript:

CRC Press/Balkema proposes a fixed sequence order of the various items in a book, which is shown in the section 'Structure of your manuscript' in the author instructions. Please kindly maintain this sequence.

## III. SUBMISSION OF YOUR MANUSCRIPT:

### 5. Make sure your manuscript is absolutely final and complete

Please make sure that you submit only your **complete final, checked and approved manuscript** to us. You will only have a limited opportunity to correct your work. Allowing major changes to the text at a later stage in the production process has unfortunately led to unnecessary errors in the past. Incomplete manuscripts cannot be

accepted; we will only proceed when the complete manuscript is available. To this end, please use the **Author Delivery Checklist**, included in the **Author Instructions**, to make sure that you submit the complete set of files for the contents of the book.

#### **6. Make sure all your consent forms and permissions are arranged**

If you have used material from other publications, permission for reproduction should be sought. This can be done by approaching the copyright owner of the material (generally the publisher or the author) with a **Permission Request Form**. Please find attached a blank form, which you can complete for your own work. A copy of all permission forms should be sent along with the manuscript or in the course of the publication process. If we have not received all permission granting forms or sufficient evidence that a good effort was made to get permission, we cannot proceed with the production of your work.

If you intend to use a cover illustration of which you are not the copyright holder, permission should also be sought, please see section **V.14**.

If your book is an edited volume, the corresponding author for every contribution should sign a **Consent-to-Publish** form.

#### **7. Submit your manuscript to CRC Press/Balkema**

To produce your book effectively we will need both a source file (MsWord or LaTeX) and a PDF file of your work: **Source file manuscript**; please send it in the format agreed (MsWord or LaTeX). If you have doubts about the format, please contact your production editor first. You may e-mail it, transfer it by ftp, send it on CD/DVD or via an online document transfer program. Please contact your production editor for details.

**PDF file**; we need a PDF file of your work, created following the **Extraction Guidelines** as provided on page 15 of this document. Although the source file may seem fine and in mint condition on your computer, the different conversion steps we will have to make may cause errors. We and our typesetters use the PDF file to check the final typeset proof. PDF instructions can be found in the enclosed author package.

If you prefer to upload the file to our FTP server, please contact your production editor.

#### **8. Delay in Manuscript Delivery**

In the MOA, a delivery date has been agreed for your work. If you expect a **delay** to occur, please inform your publishing editor as soon as possible. Books are announced at least 12 months before publication and we need to make sure that the information about your book is correct to avoid disappointing our customers.

### **IV. PRODUCTION OF YOUR BOOK:**

#### **9. Planning**

As soon as we have received and accepted your final manuscript for publication, we will send you a **planning**. Please kindly pay attention to the **proofreading stages**, as we expect you to be available for checking the proofs and preparing the index. If you will not be able to assist in these periods, please inform the production editor in time.

#### **10. First proof**

After having checked your work in detail and sent it out for further editing (only if agreed), it will be sent to the typesetter. **The first proof** of the typeset manuscript will be sent to you (the author or editor) for proofreading and checking. Depending on the size of the work, you will be given two to four weeks to check it and get back to us with final small corrections. If you are the editor of an **edited volume**, please make sure that you agree on a strict planning with your contributing authors if you have asked for their feedback. Upon the agreed deadline, we request you to send one **single, annotated pdf file** from all the authors and/or editors involved. Unfortunately, multiple files cannot be accepted; you are kindly requested to merge all comments in one file and return your **revised 1<sup>st</sup> proof** to us.

## 11. Index preparation

Once you have received the first proof, you can also start working on the **index**, please see the **Index section** in the **Author Instructions**.

## 12. Second, final proof

After you have returned your revised 1<sup>st</sup> proof to us, we will add our corrections and prepare a **2<sup>nd</sup> final proof**. This proof will be inspected by us first to check if all corrections for the 1<sup>st</sup> proof have been carried out. Subsequently, it will be forwarded to you for an **ultimate 48-hour check**. Moreover, at this point you can number the index and submit the **final index file** to us by e-mail. Please pay special attention to this stage of the project and the assistance we request from you. **If we do not hear from you within 48 hours of sending the 2<sup>nd</sup> proof, we will proceed with the publication of your work.**

## 13. Printing

The printing and binding process takes 3 to 4 weeks. As soon as the book is ready, your author copies will be dispatched. If there are multiple addresses in play, to be agreed upon in the MOA, then please complete the attached **Author Copies Excel Form** for this and submit it to your production editor before we start printing, so that all delivery details are complete. If no additional information is received before printing, all copies will be sent to the corresponding author at the address stated in the MOA.

# V. DESIGN & MARKETING

## 14. Cover Design

Based on the subject, please submit to our designer a number of suitable cover illustrations to choose from. Illustrations should be in .tiff or .eps format and have a minimum resolution of 600 dpi. Quality requirements are quite strict, please read the section **Cover Specifications** (p. 8) to make sure that you select pictures that meet printing quality requirements. You are kindly requested to send us the cover illustrations and a descriptive text of your book at your **earliest possible convenience**, even before you deliver your manuscript. This will allow us to make a complete web record on our websites as soon as possible. Please submit your files to your production editor, who will have a cover designed for you and send it to you for approval.

**Cover credits:** Once the cover is ready, the cover credit details should be communicated to us: 1. Description, location (if applicable); 2. Year; 3. Copyright holder; 4. Optionally: permission statement or acknowledgement.

## 15. Marketing

Simultaneously with the production of your book, we will commence our marketing activities. To this end, as soon as you have delivered the final manuscript to us, please fill out the **MAQ-Reference form** as comprehensively as you can and submit it to our marketing department, **Ester Lels** (ester.lels@taylorandfrancis.com) with a copy to your publishing editor. Moreover, we kindly request that you send us addresses of potential customers (i.e. contacts, colleagues, companies, etc.), please enter all details in the relevant boxes in the **MAQ-Reference form**, so that we can disseminate information about your book.

# VI. CONTACT DETAILS

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Documents enclosed in this package:

- **Layout template**
- **Sample Chapter**
- **Permission Request Form**
- **Consent-to-Publish form**
- **Promote Your Book (PYB) form**

## AUTHOR INSTRUCTIONS

Please read these instructions carefully before preparing the final version of your manuscript. When followed precisely, the quality of your publication will improve significantly and the publication process of your book will be shortened.

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(Please enclose the completed checklist with your manuscript)

## 1. MANUSCRIPT PREPARATION

### 1.1 Storage on CD-ROM

- Save your electronic manuscript in a frequently used word processor format, preferably **WORD** 95, 97 or higher, compatible with MS Dos, Windows or Apple Macintosh (*Note*. Macintosh files should be stored only on Macintosh formatted CD-ROM, and Dos/Windows files on Dos/Windows formatted CD-ROM).
- You may also submit your manuscript in **LaTeX**.
- Do not submit your article in ASCII, Postscript or Works.
- Name your document according to the dos-convention: 8 characters followed by the period and the 3-character file extension, *e.g.* 1\_introd.doc. It is effective to start the file name with the chapter number followed by underscore and then the name or part of the name of the subject, for example 1\_introd.doc, Figure 5.12 in chapter one is named 5\_F5\_12.jpg, and Table 3.1 in chapter 3 is named 3\_T3\_1.doc *etc.*
- Make sure to submit the **final** version of your manuscript as one digital file package, submitted by online transfer (ftp) or on CD-ROM.
- Always retain a backup copy of the final version of your manuscript (both digital and as hard-copy).

### 1.2 General layout instructions

- The manuscript should be made on A4 or US letter paper size.
- The position of the type area (width and height) should be the same on each page, and text blocks should stand parallel with paper sides.
- Text, table lines, and line drawings should be deep black, without any irregularities, against a clear white background.
- Check the text, references, tables, figures and figure captions, et cetera, on common standards for grammar, spelling and academic demands.

## 2. LANGUAGE

- The publisher will accept only papers submitted in English.
- The manuscript should meet the high academic standards. Authors and editors need to remember that they are writing for an international audience.
- National colloquialisms, idiomatic use of language, religiously or politically tinted text should be avoided and gender-neutral language should be used.
- Non-English speakers are advised to have a native English speaker read and check the manuscript before submission. The publisher will not provide any language editing unless agreed in advance.
- Before submitting your paper, please check and improve where necessary consistency of spelling, punctuation and correct use of abbreviations.
- Make sure that the text is written consistently in either UK English or in US English.
- For **Edited volumes**, please make sure that punctuation and spelling are consistent across the contributions.

## 3. STRUCTURE OF YOUR MANUSCRIPT

CRC Press/Balkema has a fixed order of various parts in a book, which are included in the list below. All items marked \* should be delivered by the author, others are the author's choice.

### 3.1 Preliminary Pages (prelims)

- French Title Page
- Copyright Page including **cover credit\***, describing cover illustration(s), date, photographer and copyright holder or permission granter.
- Title Page, including **title, subtitle, full author names and author affiliations\***
- Dedication
- Table of Contents\*
- Preface\*
- Foreword
- Acknowledgement
- About the Author/Editor incl. photo
- List of Contributors, including name\*, postal address\* & e-mail
- List of Tables
- List of Figures
- List of (Colour) Plates
- List of Examples
- List of Abbreviations
- Nomenclature
- List of Symbols\*

### 3.2 Contents

Chapters should be created according to this document and contain the following elements:

- Chapter number (if applicable);
  - For Monographs: always use a chapter number
  - For Edited volume: use a chapter number or discuss with your editor
- Chapter/paper title;
- The authors' name(s) (if edited volume);
- The authors' affiliation (if edited volume): department, institute/company name, city, state, country.

*For example:* Department of Civil Engineering, University of Illinois at Urbana-Champaign, Illinois, USA

#### Chapter and Paragraphs Titles

See sample chapter

Please provide a clear heading structure formatted as follows:

- **LEVEL 1 HEADING:** Section Title *example: 1. WATER: AN INTRODUCTION* **1**  
numbering as indicated, capitals, roman, left aligned, 2 lines above text and 1 line below
- **Level 2 heading:** Paragraph Title *example: 1.1 Water in the The Netherlands* **2**  
numbering as indicated, first character capitals, Bold, left aligned, 2 lines above text and 1 line below
- *Level 3 heading:* Sub paragraph heading *example: 1.1.1. The period 1900-2000* **3**  
numbering as indicated, first character capitals, Italic, left aligned, 2 lines above text and 1 line below
- Level 4 heading: Sub Sub paragraph *example: 1.1.1.1 The big flood of 1953* **4**  
numbering as indicated, first character capitals, roman, left aligned, 2 lines above text and 1 line below

### 3.3 Final Pages (items marked \* are required)

- Appendices

- Exercises/Solutions
- Glossary
- Notes
- References\* (*references may be given in all in the final part of the book or at every chapter end*)
- Further Reading
- Index: - Subject Index\* *See section 11*  
- Geographic/Location Index
- Permissions\* (*if applicable*)
- Colour Plates

## 4 ILLUSTRATIONS, FIGURES AND TABLES

### 4.1 General

- Always submit high quality material.
- Digital files of figures and illustrations should be stored as EPS (.eps) or TIFF (.tiff) format. Formats such as GIF, PCX, Pict and WMF are not acceptable for further processing.
- When a .tiff or .eps file is not available, then please submit high quality JPEG files in original, non-reduced size.
- Freehand or typewritten lettering is not acceptable.
- Use a compression program such as Winzip or Stuffit when submitting the digital manuscript.

### 4.2 Line Art Images Halftone (Grayscale)

- Line drawings should be submitted in black and white only. They should be large enough to permit reduction to the specific book size without affecting legibility.
- Digitally submitted line drawings should be stored as TIFF and EPS files with a minimum resolution of 600 to 800 dpi, and with a preferred line width of 1.0 pt (absolute minimum line width: 0.5 pt).
- Do not import bitmap in EPS files, but store bitmaps as TIFF files as indicated above.

### 4.3 Halftone (Grayscale) Images

- Submit grayscale or halftone images saved or scanned as TIFF files, with a minimum resolution of 300 dpi, or of 500 dpi (dots per inch) when the images include lettering.
- Fill patterns and screens (shadings) should have a density of at least 20%.
- Please avoid shading or elements filled with patterns in the figures as much as possible. If shading is necessary, please note that the shade will darken considerably when reducing the hardcopy figure. Different types of shading must, therefore, be very distinct.

### 4.4 Colour Images

- Standard printing of the book is in Black and White. The insertion of colour illustrations or colour sections will have to be agreed with the editor in advance.
- Please submit colour images as CMYK (Cyan, Magenta, Yellow, K = Black) encoded TIFF or EPS files with a minimum resolution of 600 dpi. Do not submit RGB (Red, Green, Blue) encoded images, as these will allow for more colours than are reproducible in print. RGB encoded images are permitted only for online purposes and CD-ROM/interactive productions.
- EPS and TIFF files are highly preferred. If you are not able to submit other than JPEG files, then please submit the original, non-reduced JPEG file.



- When images are embedded in the Word file of your manuscript, the original images (digital TIFF and/or EPS files) should be submitted as separate files.

## 4.5 Tables and Figures

### General

- Figures and tables must be able to stand independently, thus all abbreviations used must be explained each time in the Notes at the bottom of the table.
- Include/put figures and tables directly following after the first place where reference is made to them.
- Numbering of figures and tables should be done for:
  - Monographs: Start per chapter (e.g. Figure 1.1, 1.2 ...)
  - Edited volume: Start per paper (e.g. Figure 1, 2, 3 ...)
- Reference to tables and figures in the text should be consistent (e.g. 'Tables 1.3 and 1.4' 'Figure 1.1' (monograph) and 'Tables 3 and 4' 'Figure 1' (edited volume), written in full and with Title case) and 'Figure' should be abbreviated only in the figure legend and in the body text when between parentheses (e.g. '(Fig. 1.1) monographs or (Fig. 1.) edited volume').
- Do not start body text below a table or figure with an indent.
- Figure captions should be placed below the figure

5. See sample chapter

### Tables

- Tables should not be split by a page break. If this cannot be avoided, please make sure that the caption after the break indicates that it is a continued table.
- Place tables over the full width of the body text (see sample chapter).
- Do not justify text in table columns; align left.
- Align all columns in table on decimal points or units.
- Notes that go with tables should be placed at the bottom of the table.
- Table captions (titles) should be short and placed above the table
- Other information should be included in the text or in a 'Note.' below the table

See sample chapter

See sample chapter

7. See sample chapter

8. See sample chapter

6. See sample chapter

## 5. COVER SPECIFICATIONS (additional to Section 4)

A **cover illustration** should furthermore meet the following requirements:

- It should be clear, sharp and bright;
- It should have a relation with the topic of the content.

The glossary (section 14) provides detailed information on the figure formats mentioned above.

Cover illustrations should be original and the copyright should be owned either by the author/ editor or permission should be sought from publisher and originator. Along with the illustration make sure that clear details are provided, including: description of illustrations.

- Description and location (if applicable);
- Year;
- Copyright holder;
- Permission statement or acknowledgement (optionally).

## 6. EQUATIONS

- Equations of the type  $a^2+b^2=c^2$  can be written as normal text.
- For all other equations, use MathType or the Microsoft equations editor, and insert the graphic into



the text file as an object. Prepare the whole equation in one formula and not just part of it.

**Note:** If you use Word 2007, do not create the equations with the default equation editor. Use **MathType** or the previous equation editor instead which can be accessed via *Insert Object* from the *Insert* ribbon.

- Ensure that different styles are defined in the program itself:

14. See sample chapter

Style	Font	Bold	Italic
Text	Times		
Function	Times		
Variable	Times		x
Lower case Greek	Symbol		x
Upper case Greek	Symbol		
Symbol	Symbol		
Vector-Matrix	Times	x	
Number	Times		

- When entering your equation, select the appropriate style for each character from the menu. Do not change the style settings in *Style/define*. “Math” in the style Menu covers the entries “Function”, “Variable” and “Numbers”; the program will automatically style the characters according to one of these styles.
- Please do not insert symbols or special characters that are not part of equations as graphics or using the formula editor if they are available as *Symbol* or *Unicode* fonts.
- Displayed equations should be indented 6 spaces and numbered consecutively, with the equation number flush right (i.e. right-justified) and enclosed in parentheses.
- Equations should be numbered sequentially with Arabic numerals within each chapter and referred to in the text as Equation (Y), where Y is the equation number. Numbering as for monographs/edited volumes:
  - Monographs: Start per chapter (e.g. equation 1.1, 1.2 ...)
  - Edited volume: Start per paper (e.g. equation 1, 2, 3 ...)
- In multiple-line equations, the number should be given on the last line.
- Please ensure that equations are numbered correctly, without repetition, and that no important equations are omitted from the numbering scheme.
- Please do not insert the equation number from the equations editor.
- Equations should be typed in the same font size as the main text, with superscripts and subscripts 2–3 points smaller.
- If the equation is part of a sentence, the equation itself should end with a punctuation mark (not after the equation number).
- Conventional symbols and SI units should be adopted and used consistently.

13. See sample chapter

See sample chapter

## 7. THE INTERNATIONAL SYSTEM (SI) OF UNITS

As you are writing for a global audience, please use the international SI unit. The basic principle of SI is that it is coherent: that is, the product or quotient of any two unit quantities in the system is the unit of the resultant quantity. Full definitions can be found in: The International System of Units (<http://www.bipm.fr/en/si/>) and in British Standard BS 3763: 1976. See also British Standard BS 5555: 1976.

## 8. CITATIONS (referring to literature, included in the reference section, in the text)

Citations can occur in the text in two different ways:

**Citations in text:** in line with the sentence, no brackets around:

- *One author:* ... according to Lauzon (2003)
- *Two authors:* ... according to Lauzon and Dewolf (2003)
- *Three or more authors:* ... according to Lauzon *et al.* (2003)

**Citations within bracket:** not within the sentence, but with brackets around:

- *One author* ... Bridges to degrade rapidly (Lauzon, 2003)
- *Two authors* ... Bridges to degrade rapidly (Lauzon & Dewolf, 2003)
- *Four or more authors* ... Bridges to degrade rapidly (Lauzon *et al.*, 2003)

9. See sample chapter  
10. See sample chapter  
11. See sample chapter

## 9. REFERENCES

### **Reference section:**

- A reference section in alphabetical order is preferred, not ordered by reference number
- Don't use quotation marks round article and book title
- Place a period after article and book title
- All authors' names should be listed with the surnames first, followed by the initials
- All authors' names should be listed in the reference section
- The last authors' name should be preceded by an ampersand: '&' as follows: Author, A.B., & Author, C.D.
- The journal name and volume number should be italicized and followed by a comma: *J Earthq Eng*, 24
- Please check with the following web site for journal and proceeding abbreviations:  
<http://library.caltech.edu/reference/abbreviations/>
- After a journal's volume number an issue number is not required unless every new issue starts with page 1;
- For references to books the order of publisher and city has to be turned around: first the city, then the publishers: New York: Wiley. A colon separates the city and the publishers' name;
- Use always a en-dash (–) in a (page) range.

- Please use the references style given below:

See sample chapter

### **Book: print**

**Author/Editor** (if it is an editor always put **(ed./eds)** after the name) **(Year of publication)** **Title** (italic). **Series title and number** (if part of a series). **Edition** (if not the first edition). **Place of publication** (if there is more than one place listed, use the first named), **Publisher**.

#### **Example:**

Simons, N.E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London, Thomas Telford Publishing.

### **Book: online/electronic**

**Author/Editor** (if it is an editor always put **(ed.)** after the name) **(Year of publication)** **Title** (italic), **Edition** (if not the first edition). **[Online]** **Place of publication** (if there is more than one place listed, use the first named) **Publisher**. **Available from:** URL **[Date of access]**.

#### **Example:**

Simons, N.E., Menzies, B. & Matthews, M. (2002) *A Short Course in Soil and Rock Slope Engineering*. [Online] London, Thomas Telford Publishing. Available from: <http://www.myilibrary.com?ID=93941> [Accessed 18th June 2008].

### **Book: chapter in an edited book**

**Author of the chapter (Year of publication) Title of chapter.** In: **Editor** (always put (ed./eds.) after the name) **Title** (italic) **Editor** (always put (ed.) after the name) **Series title and number** (if part of a series). **Edition** (if not the first edition). **Place of publication** (if there is more than one place listed, use the first named), **Publisher**. **Page numbers** (use 'p.' before a single page number and 'pp.' where there are multiple pages).

*Example:*

Moran, M. J. (2005) Engineering thermodynamics. In: Kreith, F. & Goswami, D. Y. (eds.) *The CRC handbook of mechanical engineering*. 2nd edition. Boca Raton, FL, CRC Press. pp. 2–81.

**Journal article: print**

**Author (Year of publication) Title of journal article. Title of journal** (this should be in italics) **Volume number** **Issue number** **Page numbers of the article** (do not use 'p.' before the page numbers)

*Example:*

Chibber, P.K. & Majumdar, S.K. (1999) Foreign ownership and profitability: Property rights, control, and the performance of firms in Indian industry. *Journal of Law & Economics*, 42 (1), 209–238.

**Journal article: online/electronic**

If an electronic journal article has a DOI (digital object identifier), you can use this instead of the URL. The DOI is a permanent identifier provided by publishers so that the article can always be found online. Your lecturer may ask you to include the DOI, not a direct URL, in your written references. To find the DOI, when you read an article online, check the article details as you will usually find the DOI at the start of the article.

**Author (Year of publication) Title of journal article. Title of journal** (italic). **[Online]** **Volume number (Issue number)**. **Page numbers of the article** (do not use 'p.' before the page numbers). **Available from: URL or DOI** **[Date of access]**.

*Example:*

Arrami, M. & Garner, H. (2008) A tale of two citations. *Nature*. [Online] 451 (7177), 397–399. Available from: <http://www.nature.com/nature/journal/v451/n7177/full/451397a.html> [Accessed 20th January 2008].

or

Wang, F., Maidment, G., Missenden, J. & Tozer, R. (2007) The novel use of phase change materials in refrigeration plant. Part 1: Experimental investigation. *Applied Thermal Engineering*. [Online] 27 (17–18), 2893–2901. Available from: doi:10.1016/j.applthermaleng.2005.06.011 [Accessed 15th July 2008].

or

Read, B. (2008) Anti-cheating crusader vexes some professors. *Chronicle of Higher Education*. [Online] 54 (25). Available from: <http://global.factiva.com/> [Accessed 18th June 2009].

**Conference proceeding: individual paper**

**Author (Year of publication) Title of conference paper** followed by, In: **Editor/Organisation** (if it is an editor always put (ed./eds.) after the name) **Title of conference proceeding, Conference Date, Conference City & Country** (all italic). **Place of publication, Publisher. Page numbers** (use 'p.' before a single page number and 'pp.' where there are multiple pages).

*Example:*

Wittke, M. (2006) Design, construction, supervision and long-term behaviour of tunnels in swelling rock. In: Van Cotthem, A., Charlier, R., Thimus, J.-F. and Tshibangu, J.-P. (eds.) *Eurock 2006: Multiphysics coupling and long term behaviour in rock mechanics: Proceedings of the International Symposium of the International Society for Rock Mechanics, EUROCK 2006, 9–12 May 2006, Liège, Belgium*. London, Taylor & Francis. pp. 211–216.

**Standard**

**Name of Standard Body/Institution (Year of publication) Standard number. Place of publication, Publisher.**

**Example:** **Title** (this should be in italics)

British Standards Institution (2003) BS 5950-8:2003. *Structural use of steelwork in building: code of practice for fire resistant design*. London, BSI.

### Report

**Author/Editor** (if it is an editor always put **(ed./eds.)** after the name) **(Year of publication)** **Title** (italic)  
**Organisation. Report number:** followed by **the number of the report** (if part of a report series).

**Example:**

Leatherwood, S. (2001) *Whales, dolphins, and porpoises of the western North Atlantic*. U.S. Dept. of Commerce. Report number: 63.

### Map

**Author** (usually the organisation responsible for publishing the map) **(Year of publication)** **Title** (italic). **Scale**  
**Series title and number** (if part of a series). **Place of publication.**

**Example:**

British Geological Survey (1998) *South London*, 270. 1: 50 000. London.

### Web page/website

**Author/Editor** (use the corporate author if no individual author or editor is named). **(Year of publication)** (if available; if there is no date, use the abbreviation **n.d.**) **Title** (italic). **[Online]** **Available from:** URL **[Date of access]**.

**Example:**

European Space Agency. (2008) *ESA: Missions, Earth Observation: ENVISAT*. [Online] Available from: <http://envisat.esa.int/> [Accessed 3rd July 2008].

### Email

**Sender (Sender's email address) (Date of email) Subject of message** (italic). **Email to: Recipient's name (Recipient's email address).**

**Example:**

Harrison, R. (r.e.harrison@imperial.ac.uk) (10 June 2009) *Plagiarism tutorial*. E-mail to: Weiss Johnson, W. (m.weiss@imperial.ac.uk).

### Personal communication

**Name of practitioner. Occupation. (Personal communication, followed by the date).**

**Example:**

Law, James. Engineering consultant. (Personal communication, 26th April 2004).

### Lecture/presentation

Name of lecturer/presenter, **(Year of lecture/presentation)** **Title of lecture/presentation** (italic). **[Lecture/Presentation]** **Title of module/degree course** (if appropriate) **Name of institution and/or location**, **Date of lecture/presentation** (day month).

**Example:**

Wagner, G. (2006) *Structural and functional studies of protein interactions in gene expression*. [Lecture] Imperial College London, 12th December.

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*education*  
    *higher*  
    *lower*

- Alphabetize the index.
- Paginate the list of index items:

*education*  
    *higher*, 211–213, 312  
    *lower*, 209

- Use lower case for entries and sub-entries unless they are proper names.
- Leave an extra line space between entries for different letters of the alphabet.
- If an entry is purely a cross-reference, the heading should be followed by “*see*” in italic. If the cross-reference is only part of the entry, “*see also*” should be used.
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- When indexing text within tables or figures, put the number span in bold.
- Make certain the lay-out of the index is consistent (spelling, commas, tab marks, possibly different typography for references to text and figures, etc.).
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- Make a print-out of the index, store the index on your hard disk and e-mail the file to your production editor together with the revised final proof.

*Example of an Index:*

atmospheric deposition 59  
     air pollutants 163–168  
     PCB concentrations **213**  
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     health risks 23, 59  
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 aquifer 93, *see also* groundwater  
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     pollutants 156, 272  
  
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 chemical risk 54  
     related to water 57  
*Cyclospora* 36  
     biological pollutants 21–52, 124, 166

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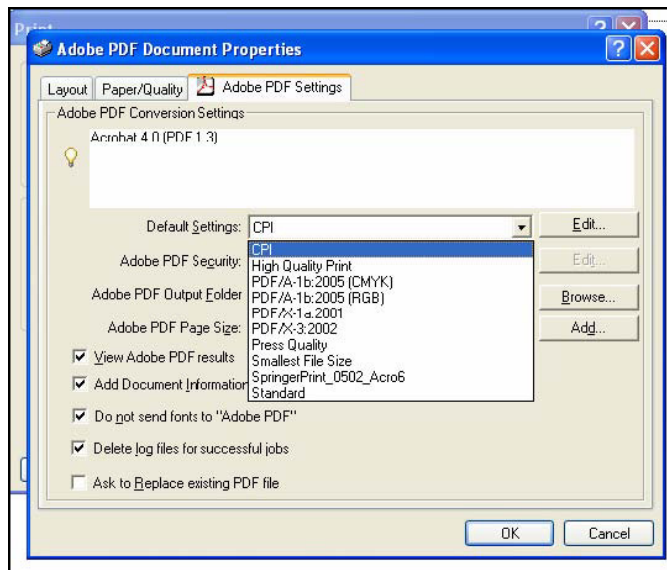
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3. Click on properties before you click on OK. The screen below should be visible





4. Choose CPI in the default settings and click OK
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## 14. GLOSSARY

**DPI** Dpi stands for Dots Per Inch. DPI specifies the resolution of an output device, such as a printer or printing press machine. Print resolution usually runs from 300-1200 dots per inch on a Laser Printer and 125-225 dots per inch for photographic images on a print brochure.

**EPS** Eps stands for Encapsulated Postscript (Adobe). It is a standard format for saving object-oriented graphics. Some common packages that support EPS files are Illustrator, Freehand, and CorelDraw. An EPS file is an image that was created using PostScript. It is generally resolution-independent because it has been created using vectors (unless it contains an 'embedded' bitmap, like a TIFF file, then the TIFF file's resolution is restricted by its dpi). Because it is the vector that draws the image, the computer can draw the image at any resolution. The computer can thus determine in which resolution the image should be drawn to make it compatible with the printing device to which it is connected. An EPS file is normally used for combination artwork or charts and graphs. Generally, an EPS file cannot be edited reliably with any other program than with what it was created. An EPS image may contain actual text. To avoid having font conversion problems, please make sure that the texts within the EPS are replaced by outlines (this is normally an option in packages such as Adobe Illustrator).

**JPEG** Stands for Joint Photographic Experts Group. It is a format for full-colour and black-and-white graphic images. JPEG images allow more colours than GIF images and the file is usually smaller in size. It is a compressed file, usually of a photograph, with a reduced amount of data to display a full-colour bitmap. This usually results in loss of quality. Often used for web pages.

**TIFF** Tagged Image File Format. TIFF files can include colour or grayscale information. Its resolution or dpi determines the quality of the image. Once the resolution has been determined, either by scanning or by saving in an image-manipulation software package, it cannot be upgraded or increased to improve quality. The TIFF is

a bitmap format, developed for exchanging documents between different applications and platforms. TIFF is probably the most popular image format in desktop publishing. TIFF files can support 1, 4 or 8 bits of information per pixel, up to 4 channels (e.g., CMYK for four-colour printing) and various types of compression and encoding (LZW compression being the most common). TIFF files are generally reliable for printing and cross-platform conversions, although some applications may not import it properly. TIFF files can be saved in either Macintosh or Windows formats.

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