

PROCEEDINGS INSTRUCTIONS CRC PRESS / BALKEMA

Dear Editor,

Thank you for publishing with CRC Press/Balkema. To get the most out of your proceedings and to ensure a smooth 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 that you need. If you have further questions or remarks, do not hesitate to contact us. Any suggestions are welcome.

We look forward to working with you.

Yours sincerely,
CRC Press/Balkema

I. ACCEPTANCE OF YOUR PROCEEDINGS PROPOSAL

1. Contractual Aspects

The publishing editor will send you a draft **Memorandum of Agreement (MoA)**. Once agreement on the terms in the MoA has been reached, it will be signed by both parties.

II. PREPARATION OF YOUR MANUSCRIPT:

2. Manuscript Preparation:

Complete the enclosed **readme file** first and return it to the publisher. The publisher will personalize the detailed **Author Instructions** and upload it to its website as a separate zip file. If you have any questions or doubts, please contact Lukas Goosen (Lukas.goosen@taylorandfrancis.com).

III. SUBMISSION OF YOUR MANUSCRIPT:

3. Make sure your manuscript is absolutely final and complete

Please make sure that you only submit **complete, edited and final approved papers** to us. You will not have the opportunity to correct your work. Only the preliminary pages and author-index will be sent to you for approval. Incomplete manuscripts cannot be accepted; we will only proceed when the complete manuscript is available. To this end, please use the **Editors Delivery Checklist and Submission sheet**, to make sure that you submit the complete set of files of your proceedings.

4. Make sure all your consent forms and permissions are arranged

Please make sure that for every contribution, the corresponding author has signed a **Consent-to-Publish** form. Papers without a Consent-to-Publish form will not be accepted. The blank **Consent-to-Publish** form is enclosed in the editor's toolkit.

If you have used material from other publications, permission for reproduction should be obtained. 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 with the manuscript or in the course of the publication process. We cannot proceed with the production of your work until we have received all permission granting forms.

If you intend to use a cover illustration of which you are not the copyright holder, permission should also be obtained, please see section **V.16**.

7. Submit your manuscript to CRC Press/Balkema

To produce your proceedings effectively we will need both a source file (MsWord or LaTeX) and an identical 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 transfer it by ftp, 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 5 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.

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. In general we cannot accept any delay, due to a very short production schedule. The delivery date can only be postponed in consultation with the publisher.

IV. PRODUCTION OF YOUR PROCEEDINGS:

9. Proofing

After having checked your work in detail it will be sent to the typesetter. You will only receive a proof of the preliminary pages and author-index of your proceedings. Please return your corrections as a **single, annotated pdf file** by the proposed deadline. Be informed that you will receive a maximum of 2 proofs. We will proceed after we have received your approval or if you have not commented by the agreed deadline.

10. Bulk order

The production editor will ask you for the final purchase order (bulk order) and delivery and invoice address six weeks in advance of the delivery date. Please be informed that we require a street address, contact person and phone number. We would appreciate it if you can inform us about special instructions for delivery (narrow streets, no parking facilities etc.).

All conference organizers residing in China need an Import Broker (except Hong Kong). Without an Import Broker we cannot deliver to this country. Local customs and local VAT charges are not included in the bulk order prices.

11. Printing

The printing and binding process takes 3 to 4 weeks. When the proceedings are finalized they will be shipped to the conference venue.

V. DESIGN & MARKETING

12. Cover Design

Based on the subject, please submit to the production editor a number of suitable cover illustrations to choose from. The technical specifications of the illustrations should meet the requirements outlined below.

12.1 Line Art Images (Graphics)

- Line art images should be submitted in .tiff or .eps format and have a *minimum* resolution of 800 dpi.
- The minimum line width should be 0.5 pt. Thinner lines cannot be printed properly.
- Avoid shadings and fill patterns. If a shading is really vital, please apply a density that is at least 20% black. Take care that shadings will darken considerably when a figure is reduced in size. When multiple shadings are applied, differences should be distinct and differ at least 30% in depth.

12.2 Halftone Images (Photographs)

Halftone images should be submitted in .tiff or .eps format and have a *minimum* resolution of 300 dpi, or 500 dpi if they include lettering.

If you are only able to send in JPEG files:

- Make sure that these are saved in the highest quality and with minimal compression (see note 1 & 2 below).
- Ensure that illustration/photo is delivered in maximum trim size. This will benefit the cover design

Note 1: JPEG files can give problems as the compression algorithm used removes image information every time the file is saved after adjustments.

Note 2: The resolution of the JPEG image will increase as the trim size will be reduced in the proposal.

12.3 Esthetical specifications

Illustrations should furthermore meet the following requirements:

- They should be clear, sharp and bright;
- They should relate to the topic of the proceedings;

The glossary provides detailed information on the figure formats mentioned above.

13. 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 in 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 that with which it was created. An EPS image may contain actual text. To avoid 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. It is often used for web pages.

TIFF Tagged Image File Format. TIFF files can include colour or greyscale information. Their 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 them properly. TIFF files can be saved in either Macintosh or Windows formats.

14 Marketing

Simultaneously with the production of your proceedings, we will commence our marketing activities. To this end, send us the **Editors Questionnaire Form** along with the final manuscript.

VI. COPYRIGHT AND PERMISSION

15 Copyright assignment

Authors/editors are required to assign copyright to the Taylor & Francis Group. This ensures that requests from third parties to reproduce parts of the proceedings are handled efficiently and consistently and will also allow the proceedings to be disseminated as widely as possible. In assigning copyright, authors/editors may use their own material in other publications provided that the proceedings are acknowledged as the original source of publication.

Therefore the manuscripts of each paper to be published in edited volumes or conference proceedings should be accompanied by a signed **Consent to Publish Form**, completed by the corresponding author of every contribution. The form is enclosed or can be downloaded from <http://balkema.crcpress.com/pdf/consent.pdf>. For authored proceedings, copyright assignment has been arranged in the Memorandum of Agreement.

16 Permissions

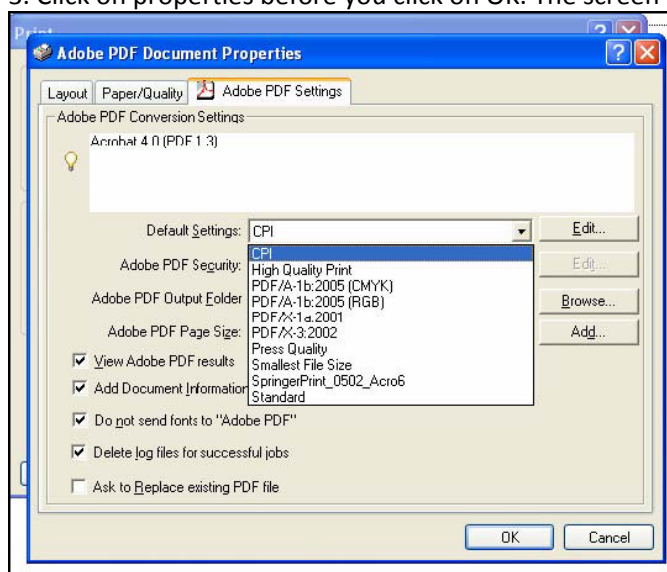
It is the responsibility of the author to obtain written permission for a quotation from unpublished material, or for all quotations in excess of 250 words in one extract or 500 words in total from any work still under copyright, and for the reprinting of illustrations or tables from unpublished or copyrighted material. A **Permission Template Letter** is enclosed in this editor's toolkit. Copies of the permission granting(s) should be sent to the publisher along with the manuscript. General guidelines on how to apply for permission to reproduce illustrations and tables can be obtained from the publisher.

VII. GUIDELINES TO EXTRACT YOUR MANUSCRIPT'S PDF FILE

1. Store the **CPI joboptions** in the following directory on your C-drive
C:\Program Files\Adobe\Acrobat 7.0\Distillr\Settings
2. Go to the print option in the file menu and choose Adobe PDF as printer.
The screen below should be visible



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



4. Choose CPI in the default settings and click on OK
5. Adobe PDF print option will appear, click on OK
6. PDF file with CPI settings will be generated

VIII. CONTACT DETAILS

Production:	Lukas Goosen:	lukas.goosen@taylorandfrancis.com	+31 71 524 3082
Editorial:	Janjaap Blom:	janjaap.blom@taylorandfrancis.com	+31 71 524 3083
	Léon Bijnsdorp:	leon.bijnsdorp@taylorandfrancis.com	+31 71 524 3089
	Germaine Seijger:	germaine.seijger@taylorandfrancis.com	+31 71 524 3085
	Alistair Bright:	alistair.bright@taylorandfrancis.com	+31 71 524 3088
Marketing:	Ester Lels:	ester.lels@taylorandfrancis.com	+31 71 524 3081
Administrative:	Désirée de Blok:	desiree.de.blok@taylorandfrancis.com	+31 71 524 3080

IX. DOCUMENTS ENCLOSED IN THIS PACKAGE:

- Permission Request Form
- Consent-to-Publish form
- Read me file
- Editors questionnaire
- Submission sheet
- CPI Joboptions (to be used to create the PDF file)
- Proceedings instructions CRC Press / Balkema3
- Promote Your Proceedings (PYP) form

EDITOR DELIVERY CHECKLIST (Please enclose the completed checklist with your manuscript)

Forms

- Have you completed the editor's questionnaire
- Have you completed the submission sheet?
- Do all contributions have signed Consent to Publish forms

Manuscript

- Do all contributions have a MsWord (or LaTeX) file with an identical PDF file
- Has the PDF file been created with the joboptions that the publisher has provided
- Are the digital files of the preliminary pages included
- Are all the papers in line with the author-instructions the publisher has submitted
- Do all contributions have a clear and consistent paper-ID
- Is the Table of Contents or sequence of papers included
- The manuscript is complete with no missing material
- A digital copy of the manuscript has been transferred or sent
- I have kept an identical copy of the manuscript for reference
- All the contributions are the final versions
- All the contributions are complete (notes, references, illustrations)
- All the permissions have been cleared by the contributors
- The punctuation and spellings are consistent across all contributions
- All the reference systems are identical
- All the editorial cuts and amendments have been cleared with the contributors
- I have enclosed the consent-to-publish forms signed by the corresponding authors of all contributions

CD-rom

- The CD-rom contains the final versions of the files
- The manuscript is an exact printout of what is on the CD-rom
- I have kept a back-up copy of the CD-rom as well as a duplicate printout
- The CD-rom is clearly labelled with my name, proceedings title, 'Final version', and the date sent to CRC Press

Artwork

- All permissions have been cleared and the correspondence is enclosed

Permissions

- I have obtained permission to reproduce from copyright material and reproduce copyrighted artwork
- All correspondence with copyright-holders has been enclosed
- I have made all required forms of acknowledgement in the text
- The following permissions are still outstanding
- No permissions were necessary

Cover files

- I have enclosed illustrations suited for the proceedings cover, based on the Cover Specifications
- I have enclosed the cover credit, including: description & location, year, copyright owner, permission if requested

- I have enclosed the permission correspondence with the copyright owner about the use of the illustration(s) for the cover

Promote Your Proceedings (PYP) form

- My PYP form has been completed in full and is enclosed
- I will send the completed PYP later

Additional information

Please add any further information about your manuscript/CD-rom/artwork you think might be helpful to your editor.