NOTES FOR ELECTRONIC TEXT PREPARATION
FOR ACCEPTED FINAL MANUSCRIPTS

1. General

The word-processed text should be in single column format. Keep the layout of the text as simple as possible; in particular, do not use the word-processor’s options to justify the text or to hyphenate the words.

2. Text preparation

The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also Guide for Authors). The list of references, tables and figure captions should be compiled separately from the main text. Do not reserve space for the figures and tables in the text; instead, indicate their approximate locations, either directly in the electronic text or on the manuscript.

3. Submission

The final text should be submitted both in manuscript form and on diskette. Use standard 3.5” or 5.25” diskettes for this purpose. Both double density (DD) and high density (HD) diskettes are acceptable. Ensure, however, that the diskettes are formatted according to their capacity (HD or DD) before copying the files onto them.

Storage of the main text, list of references, tables and figure captions in separate text files with clearly identifiable file names (for example, with extensions .TXT, .REF, .TBL, .FIG) is required.

The format of the files depends on the wordprocessor used. Texts made with DEC WPS PLUS, DisplayWrite, First Choice, IBM Writing Assistant, Microsoft Word, Multimate, PFS:Write, Professional Writer, Samna Word, Sprint, TeX, Total Word, Volkswriter, Wang PC, WordMARC, WordPerfect, Wordstar, or files supplied in DCA/RFT format can be readily processed. In all other cases the preferred text format is ASCII.

Essential is that the name and the version of the wordprocessing program and the type of computer on which the text was prepared is clearly indicated on the diskette label or the accompanying checklist.

Authors are encouraged to ensure that the disk version and the hardcopy must be identical. Discrepancies can lead to proofs of the wrong version being made.

Illustrative material (original figures or high-quality glossy prints, or photographs showing sharp contrast) should be included separately.