

TAYLOR & FRANCIS

CONTRIBUTING AUTHOR GUIDELINES

I. General Guidelines

- Do not format your chapter. All layout will be completed during the production process according to the appropriate internal style of the book.
- Chapter text should be submitted as a double-spaced word file.
- Be consistent in terms of style, including use of abbreviations. Discuss with the book editor as to whether UK or US English should be used for your chapter (as well as forms of measurement) so that the style remains consistent.
- Electronic files are required and must include all figures saved in an appropriate image format
- All artwork (including chemical structures, reactions, and schemes) must be submitted in separate, individual files. Do not embed artwork within the text or tables. Callouts must be included in the text (e.g., Insert Fig 1 here)
- Use an easy-to-follow file naming convention, using chapter number and figure number e.g.:
Ch02Text.doc, Fig02.04.eps

II. Text Preparation

- Please use Word or Latex to complete your chapter text. Templates for each will be provided to you by your Project Coordinator.
- Please follow the *Chicago Manual of Style*, latest edition unless otherwise agreed with book editor
- Use SI units or provide a conversion table.
- Follow decimal heading style:
 - 1. Chapter Level**
 - 1.1 First Level Heading
 - 1.1.1 Second Level Heading
- Create tables using the Word table editor or in simple tab-delineated format with no vertical rules
- For equations, please use Word equation editor or MathType when preparing the text in Word. Contact your Project Coordinator for assistance when using any other software for your text.

III. Figure Preparation

- Save as greyscale with minimum line weight of 0.5 points
- Vector files (.eps) are superior to bit-mapped (jpg, gif)
- Scan images at 300 dpi, 90% maximum dot, 10% minimum dot (32% midtones)
- **Line drawings:** Save as EPS, AI, or TIF files at a minimum of 1200 dpi at actual printing size. All figures should have the fonts embedded.
- Ensure all figures are numbered appropriately e.g Fig4.5 and include an accurate label in the text

- **Halftones or photographs:** Save at a minimum resolution of 300 dpi at actual printing size (5" wide)
- **Screen captures:** Save at highest resolution possible (72-96 dpi)

IV. Permissions

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