

# Advice to Authors on the Preparation of Camera-Ready Copy (CRC)

These guidelines are designed to help you produce camera-ready copy of your book.

1. The easiest way of sending and processing CRC material is an output-ready pdf file. This is the preferred means of submitting CRC. For a pdf to be "output-ready", it needs to have all fonts and original graphics embedded. Any graphics used in a book should be either vector graphics or high-resolution (i.e., 300 dpi at actual size of use) images. 72 dpi images, such as those commonly used on websites are NOT suitable for print purposes, as they give only very low-quality results when printed.

2. Alternatively, we can also accept a clean, high-quality laser printout that can be used as camera-ready copy for printing your book (i.e., this then needs to be filmed/scanned at the printers and converted to electronic data).

➔ Please prepare and send us sample pages containing all the elements used in the book (chapter titles, headings, footnotes, bulleted lists, tables, figures, references, etc.) before you start preparing the final camera-ready copy of the complete book, and we will provide feedback on these samples.

## Type area

Our English-language books are generally printed and bound in the format 6 × 9 in. (= ca. 15.3 cm × 22.8 cm). The normal type area (width × height of the text, excluding running heads and page nos.) in print is 12.3 × 19.0 cm. Inside and outside margins should be of equal width.

If you are going to provide your CRC material as a pdf file, the pages and all elements on them should be set up to the exact size that they will be in the finished book.

If you are planning to submit a laser printout, this should be prepared oversized, as it will normally be reduced to 85% of the original size during the printing process, since this tends to improve the quality. This means that the laser printout you send us should have a type area of 14.5 × 22.5 cm.

## Pagination

The first 4 pages of a book are usually reserved for the half-title page, a blank page, the title page, and the copyright information and will be typeset by the publisher. These pages and the rest of the so-called

front matter of the book are paginated with roman numerals. The material to be submitted by the author/editor thus begins on page V, with a Foreword (optional; by an invited guest writer), the Preface (optional; by the authors / editors), the Table of Contents, and/or a List of Contributors, all of which are part of the front matter. Each of these elements should begin on an odd-numbered (right-hand) page. The text after the table of contents/list of contributors (i.e., the text of the book itself) should also begin on an odd-numbered (right-hand) page, with page 1 (arabic numeral). The first page of a chapter often does not have a page number printed on it, as this would interfere with the styling of the chapter headline. Even-numbered (left hand) page numbers should be placed top left in the running head flush with the left margin of the type area, odd-numbered (right hand) page numbers top right in the running head flush with the right margin of the type area. The page numbers should be in the same type size as the normal text (see below). They must **always** appear in the same position on the page and the space between the page number and the top of first line of text on the page must always be the same.

## Running heads

The running head is not included in the type area defined above. It is normally placed ca. 8 mm above the type area. It may also be separated from the type area by a thin line (0.5 pt line weight). The running head should have exactly the same margins as the type area. The text of the running head, which should be in small print (see below), may be either (a) centered within the margins, or (b) be right-justified on even-numbered pages and left-justified on odd-numbered pages. The page numbers should also be included in the running head (flush with the right margin for right-hand = odd pages; flush with the left margin for left-hand = even pages).

## Figures

If you are going to provide your CRC material as a pdf file, all original images should be high-resolution images (300 dpi) or vector graphics.

If you are planning to submit a laser printout, please bear in mind that the printouts you deliver will later be reduced to 85% when preparing figures and their labelling (i.e., all elements need to be large enough to still be visible/legible when reduced). Line art can be included in the laser printout. If you wish to include photographs or other illustrations containing screened (grey) areas, please contact the publisher.

## Fonts/Type Sizes

If you are going to provide your CRC material as a pdf file, the main text should be set up with an easily legible font size (such as Times New Roman 10 pt with a 12 pt line spacing). For elements to be

printed in small type (footnotes, running heads, notes, reference lists), please use 9 point type with line spacing of 10–11 points.

If you are planning to submit a laser printout, the font size used for the main text (preferably “Times”) should still be at least 10 points after the reduction. This means that you should normally use a 12 point font for the main text with a line spacing of 14 points. For elements to be printed in small type (footnotes, running heads, notes, reference lists), please use 11 point type with line spacing of 12 or 13 points.

## Headings

The font used in headings (e.g., Helvetica) may differ from that used in the main text. All headings should be left-justified. They should not be underlined, expanded or condensed. Word breaks in headings should be avoided. The font and font size used for headings are flexible to some extent and partly a matter of choice. Below are some suggestions that work. Please always bear in mind that headings need to be easily distinguishable not only from the running text but also from each other, i.e., a subordinate level heading should be smaller than a top level heading.

### ***Chapter titles***

18 points, bold (e.g., Helvetica). Should always start on a new page. The text after the heading should begin 3–5 cm (or 5–10 lines at 14 points per line) below the heading (please ensure this is consistent between chapters).

### ***Subheadings***

These are formatted in different types sizes according to their hierarchical position with spaces above and below.

#### *1st level subheading*

Three lines space above, 1 line space below, font = 14 point bold (e.g., Helvetica).

#### *2nd level subheading*

Two lines space above, 1 line space below, font = 12 point bold italic (e.g., Helvetica).

#### *3rd level heading*

1.5 lines space above, 0.5 lines below, font = 12 point italic (e.g., Times).

## Paragraphs

No space should be left between paragraphs in the text. Instead, indent the first line of each paragraph by 5 mm. Exceptions: No indent of the first line of the first paragraph after a heading. References should not have an indent on the first line (see below).

## Reference lists

The reference lists should be in small type (see above) and should be preceded by the first-level heading “References.” The second and subsequent lines of each new reference should be indented by 5 mm. Please do not leave empty lines between references. Reference style (punctuation, italics, etc.) should be consistent between chapters. We recommend use of the American Psychological Association style for references.

## Consistency

Please check the manuscript and the pdf or laser printouts carefully to ensure consistency and uniformity throughout: style of headings; spelling (we strongly recommend US American English); consistent use of punctuation, commas, etc.; citation of references; footnotes; use of typographic symbols, quotation marks, en dashes for ranges; etc. Please check that entries in the table of contents are identical to those in the text.

## Figures and tables

Figures and tables should be numbered using arabic numerals and should all be cited in the text, e.g., “...(see Figure 1)...”; “As shown in Table 2,...”.

A figure legend (styled uniformly, using small type) should appear under each figure (e.g., “**Figure 1.** Data from five recent studies.”)

Tables should be printed in small type and should be styled uniformly. Each table should have a brief title above it (e.g., “**Table 1.** Data from five recent studies.”). Lengthier explanations can be given as a footnote to the table.

It is generally best to place tables and figures at the top of or at the bottom of the type area on the page where they are most relevant. Positioning tables or figures in the middle of the page (i.e., with text both above and below) is generally more difficult and/or less visually attractive.

If you are going to provide your CRC material as a pdf file, all original images/line drawings should be high-resolution images (300 dpi) or vector graphics. If in doubt, please contact the publisher. We'll be happy to provide feedback on sample images.

If you are planning to submit a laser printout, the following applies:

For line drawings we require laser printouts, best at 600 or 1200 dpi. Poor quality photocopies, and damaged or colored paper/printouts, cannot be used. Figures containing screened areas (grey-colored) often cause problems, therefore emphasis in figures is better achieved using boxes; shading using lines; inverted (white on black) text, etc. If figures must be delivered separately (e.g., because they are too large), please leave a suitable space on the page and indicate exactly which figure must be placed there.

If half-tone figures (photographs) are needed, please contact the publisher to discuss details.

## **Important note**

Avoid widows (i.e., a single word in the last line of a paragraph) and orphans (i.e., a single line of text at the top of a column or page) as well as word breaks between columns/pages. If a new page would start with the last line of a paragraph, please either shorten the text or add additional space before a table or figure. Only place a heading near the bottom of a page if there is space on this page for at least 3 lines of text after the heading. Otherwise, place the heading (and start the new section) on the next page.

Finally, if you have any questions, please contact the Publisher:

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