Preparation of print-ready copy

For printing, please send us a PDF file of your work. That ensures that your book can be printed just as you have laid it out. To ensure good results, there are just a few things to observe.

A. Formatting of copy

Essential parameters for formatting

- **page size: DIN A4 (210 x 297 mm); the down-scaling to DIN A5 will be effected by us**
- **margins: 2.5 cm on all four sides (page numbers/headers at least 1.25 cm from paper edge)**
- **font sizes:**
  - **Times or Palatino: 14 pt (main text) and 12 pt (footnotes) respectively**
  - **Arial: 13 pt (main text) and 11 pt (footnotes) respectively**
  - **Garamond: 16 pt (main text) and 14 pt (footnotes) respectively**
- **line spacing: 1.2 (main text); footnotes single spaced**
- **text and footnotes set in full justification (no ragged left alignment)**
- **use of (automatic) hyphenation throughout; please check internet addresses and enumerations separated by „/", which usually have to be adapted manually**
- **main chapters/individual contributions beginning on new, odd (=righthand) pages (insert blank pages where necessary)**
- **page count starting with page 5 or V (we will add 4 pages – title page, imprint etc. – at the beginning)**
- **page numbers/headers centred or mirrored**
- **illustrations and diagrams: high resolution (300 dpi minimum) and well contrasted; black-and-white with 15 % black miminum; no (fine) graphic (raster) patterns**

Please note that as soon as you change the computer or the printer (no matter if it is a laser printer or a pro-gramme for the creation of PDF files), the formatting of the text may change (especially line and page breaks and the placing of charts and diagrams). **For this reason, we recommend that you do not change the computer and that you install the printer you want to use, including all necessary settings,** *before* **formatting your manuscript.**

Notes and comments

A.1 Page size and margins

Page size: The document should be layed out in DIN A4. We will down-scale the pages to the printing size DIN A5.

Margins: The margins should be at least 2.5 cm wide on all four sides of the page (in relation to the main text and the footnotes; page numbers or headers may be placed above or below this, but not less than 1.25 cm from the paper edge). It is important that the left and right margins are of equal width.

Full justification: Your text (main text as well as footnotes) should be set in full justifications; ragged left alignment is not used in book printing.

Hyphenation: Please make sure you use hyphenation throughout to avoid uneven word spacing. If you use automatic hyphenation, we recommend you select the option "manual" in order to confirm the proposed word breaks. Please note that web adresses or similar may result in unfavourable line breaks if hyphenated automa-tically. They should be checked and, if necessary, broken manually.

A.2 Types and line spacing

Typeface: Although the choice of type is left to you, especially Roman types, for example "Times" or "Palatino", have proved to result in a good and easy-to-read print face.

Type size: For Times New Roman, we recommend a type size of at least 14 pt for the the main text and 12 pt for footnotes. For Arial, we recommend at least 13 pt for the main text and 11 pt for the footnotes. If yout want to use types with very fine lines (e. g. "Garamond" types), the font size should be increased by 1–2 pt. We have found that these settings yield the best results. Please remember that the DIN A4 manuscript will be reduced to DIN A5 for printing, so the size of the types has to be be chosen accordingly larger.

Line spacing: The line spacing is best set at 1.2 (footnotes, however, single spaced). 1.5-fold or double line spacing is not used in book printing.

A.3 Pagination

Even and odd pages: In book printing, left-hand pages customarily bear an even page number and right-hand pages bear an odd page number.

Start of chapters: Please make sure that all main sections of your book, i. e. dedication, preface, table of contents, all main chapters and appendices (bibliography etc.) start on an odd-numbered (i. e. right-hand) page. In order to achieve this it may be necessary to insert a blank page where applicable.

Positioning of page numbers: We recommend that page numbers are placed centred either at the top or at the bottom of the page. Alternatively, page numbers may appear alternately at the right and left hand side of the page, but please make sure that in this case they are mirrored so that odd page numbers are positioned to the right and even page numbers to the left of the page.

Roman/Arabic numerals: The beginning of your copy (this will usually be the table of contents, preface or dedication) may be numbered either in Roman or in Arabic numerals. If you use Roman numerals for the beginning pages, please make sure that the first page of the *main body* of your manuscript (usually the introduction or your first chapter) starts with the Arabic numeral 1.

If you publish your doctoral thesis and your university demands a separate title page ("Dissertations-Titelblatt") or a CV to appear in the book, these pages must not be included in the page numbering as they will only be inserted in the books you have to hand in at your university ("Pflichtexemplare").

A.4 Pages headers (if used)

Positioning: If you are using page headers, they should be centred or mirrored (aligned alternately right and left).

Single-lined: Page headers should always be set single-lined, please use abridged titles if necessary.

A.5 Illustrations and diagrams

Black-and-white/greyscale illustrations and photographs are without extra charge. Colour pages will be charged separately.

Resolution: Please make sure the illustrations and diagrams have a high resolution (300 dpi minimum, we recommend 600 dpi). Do not use any data compression when converting your manuscript into the PDF format

as this will affect the resolution and thus the quality of the illustrations. In this context we would like to point out that pictures taken from the internet as well as diagrams created with certain graphic programmes usually have a resolution too low to yield adequate printing results.

Contrast: Scanned illustrations in particular should have good strong contrasts. We recommend that you increase the automatic contrast after scanning so that e. g. white backgrounds will not appear grey in printing. Text and lines should be 100 % black so they can be printed clearly.

Black-and-white: All illustrations and diagrams not to be printed in colour should be converted into black-and-white/greyscales. Shades of grey should contain at least 15 % black or they may not be visible in printing. The automatic conversion of coloured illustrations to black-and-white usually does not provide satisfying results (e. g., red usually turns into black, yellow into white, blue and green into the same shade of grey, so that distinctions achieved by using different colours may be lost).

Graphic (raster) patterns: Fine graphic (raster) patterns should be avoided as they tend to yield poor printing results with an irregular, unwanted so-called *moiré* pattern.

Lines: Do not use lines, frames etc. of a thickness of less than ½ pt to be printed satisfactorily.

Colour mode: For colour pages please use the CMYK colour mode.

Copyright: Please note that illustrations and diagrams, whether from the internet or from books, may be protected by copy rights.

B. Creation of PDF Files

We recommend using **Adobe Acrobat**© which in our experience works most reliably. You often find a free 30-day test version on the Adobe© homepage. The most important settings are:

Embed all fonts: This setting ensures that your pdf file can be processed and printed by us correctly and without problems: It means that all information necessary for the reproduction of fonts is included in and saved with the file. This is especially important if you are using special font types, foreign types, special characters and symbols. Thus please choose the option "*Embed all fonts*" without any exceptions when creating your pdf file.

No compression: If your manuscript contains illustrations or diagrams, the resolution should be 300–600 dpi minimum. In order to keep this resolution when creating your pdf file, please set all compression to "off".

You may also use **other pdf coverter programmes**, but note that freeware programmes sometimes lack settings important for printing illustrations or special fonts.

If you use a pdf converter programm (like Adobe© or a freeware programme), please remember to select this programme as active printer for your document *before* the final formatting: Your document ought to be shown exactly as it will appear in the pdf file, especially with regard to line and page breaks.

Most up-to-date **text processing programmes** allow you to create a pdf fiile by using the command „Save as" or „Export" respectively. This might be suitable for documents without illustrations or special fonts.

In any case, please check the pdf file carefully before handing in your copy.

C. Cover illustrations

You may choose from a number of different cover layouts for your book (see on our home page at *http://www.verlagdrkovac.de/umschlaggestaltung.htm*).

You may want to supply an individual cover illustration for your book. Please hand in a digital file (preferably PSD or TIF). The illustration should have a resolution of 600 dpi (300 dpi minimum) and good contrasts.

We do not charge for the cover illustration as long as it can be printed with layouts 1–4 in the publisher's colours blue and red. In these cases, we recommend to use clear-cut, well defined illustrations without too much detail. We recommend to concentrate on one aspect or a symbolic representation rather than trying to include your whole work into one diagram or picture.

If you want your illustration to be printed in colour (e. g. with layouts 8–10), please use the CMYK colour mode.

Please note that for our cover layout no. 4 the illustration must have a horizontal format (i.e. approximately twice as wide as it is high).

Please note that illustrations and diagrams, whether from the internet or from books, are usually protected by copy rights. Please apply for a permission to print if applicable. A copyright note may be included on the imprint page.

Do you have any questions regarding the preparation of copy or the publication process?

For further information (mostly in German) have a look at **www.verlagdrkovac.de/downloads.htm.**

If you should encounter problems with the formatting/preparation of copy, please get in touch with us. We are always glad to help you.

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E-mail: info@verlagdrkovac.de