

Specifications and recommendations for the submission of manuscripts

1. Specifications for the submission of manuscripts

The professional typesetting work will be carried out by InDesign. To ensure that your manuscript can be accepted in a complete and structured form, the following rules must be observed:

- Manuscripts may only be submitted as Word documents (.doc or .docx). Please do not use Open-Office software!
- Do not use German umlauts when naming files, as this can cause problems in file handling.
- The manuscript must be submitted as one single fully paginated data file.
- In addition, please submit a pdf of the complete manuscript.
- The pdf must be 100% identical to the Word document.
- Images and graphics which have been inserted in the Word document must be submitted separately as files in jpg or tif format (see below). Please do not integrate images/tables/graphics into the Word/pdf document! If you do, the files will be too big and correcting in the correction mode will be made more difficult.
- Tables created in Word will be directly replicated by the layout application and do not need to be delivered separately (recommended); they may also however be separately created in Excel format.
- Please indicate within the body of the text which images (e.g. "Fig. 2") and illustrations are to be shown in conjunction with which parts of the text. If the same image reference appears at several different points within the text of the the manuscript, please indicate where exactly the image should be shown by marking that specific reference in red.
- Word formatting (style templates) can be imported by InDesign. However, please pay attention to the uniformity of different text elements (i.e. the same format or style template must be used throughout the whole document, especially for headings and titles). If this is not possible, we recommend that you do not use any style templates, and distinguish between the different types of text only by varying size and by highlighting (bold, italic, underlined). Again, please pay attention to uniformity throughout the whole document.

- Captions to images and illustrations may be submitted in a separate data file (recommended) or within the manuscript itself.
- Picture credits must be listed in the appendix, not in the captions or in the footnotes.
- When using Word, please deactivate the syllable division function. This function will be automatically carried out by InDesign during the layout process.
- If any text elements are still missing in your manuscript, then mark these places in the body of text or footnotes, captions or credits with XXX (please do not use "..." or any other characters to indicate gaps!)

2. Specifications for the submission of images and graphics:

- Pictures and graphics are to be submitted as .jpg or .tif files.
- Please do not submit multi-page .pdf. A single .pdf per image/scan is recommended.
- Image editing such as cropping and colour matching is carried out by a professional provider. Please indicate your wishes regarding image editing, but do not edit the images yourself.
- Resolution and file size: 300 dpi in the size in which the illustration should appear in the book.
- If possible in CMYK (for four-colour printing) or in greyscale (for b/w printing)
- Ideally, the original files should be supplied (unedited please and not cropped!).
- Please indicate which images and graphics should be inserted as large and which as small illustrations.

3. Saving files

- At LIBRUM we use internal abbreviations for all publication titles.
- When saving texts (.docx, .pdf, .inds, .xlsx, etc.) please adhere to the following structure:

Project abbreviation_Topic_Date.xxx

For example:

AidV_UCH_Manuskript_110314.indd

- Important: when work has been completed, please do not use terms such as "final" etc.; the date should be enough, if not, you can still work with _Var1, _Var2, etc.

- When saving images, the automatically generated descriptions can be used.

These specifications and recommendations are continuously updated and supplemented as an ongoing working process.

4. additional expenditure in case of inadequate manuscript preparation

If manuscripts do not comply with the specifications described in point 1, the publisher may either reject the manuscript or, after consultation with the author/editor, charge the author for the additional work (€ 65.- / CHF 75.- per hour). As a rule, the publisher calculates 3 working hours for pagination preparations.

This regulation forms an integral part of the publishing/author contracts of LIBRUM Publishers & Editors.

5. Additional work for subsequent changes to the manuscript

Unless otherwise stated, 10 hours of proofreading work are included in the publisher's calculations from the first pagination onwards. This includes the author's corrections. Additional corrections caused by the author/editor will be charged at € 65.- / CHF 75.- per hour.

If the authors subsequently submit texts, additions or the like that deviate from the manuscript for correction from the 1st make-up, the additional expenditure for proofreading, rearrangement of the make-up and typesetting work will be charged to the author at cost (p/hour € 65.- / CHF 75.-).

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