

Information for Authors

The following pages contain a number of tips and specifications for designing your manuscript. They are intended to assist and support you in preparing your print file so the ultimate outcome is an appealing, readable book.

Page margins

- Page margins should be either about 20 mm each outside (all around) or approximately 15–18 mm each inside.

Pagination

- All books start with a right-side page. This means all right-side pages are given odd page numbers and all left-side pages are given even page numbers.
- The page numbers should be placed at the outside right on the right pages and outside left on the left pages.
- Please ensure that pages that start a chapter are paginated as well.
- It is also important for all pages listed in the table of contents to be paginated accordingly.

Running headers

- If a running header is to be used, please align it at the outside right or left as well.
- If the running header is to include the name of the current chapter, the chapter name should appear on the left pages, while the current section or the section starting on that page appears on the right pages.
- Do not use any header **text** on the pages where a chapter starts; instead, use only the header's **underline formatting**.
- Running headers **must** be a single line; it may be necessary to shorten the chapter name accordingly.
- The running header must be positioned at left on the left pages and at right on the right pages — all the way to the outside, not indented.

Headlines

- Please left align all headlines without indentation.
- For scientific publications, decimal classification should be consistently indicated through numbering, not additional design elements (such as colored text or italics).
- Numbering must be indicated consistently (including in lists) without an additional period after the number (example: 2.1, not 2.1.).
- Please place a tab between the number and the text of the headline. This tab should be the same size for all headline categories. This produces an easily referenced, orderly overall appearance in publications. Here is an example:

2 Chapter headline placeholder
2.1 Section headline placeholder
2.1.2 Subsection headline placeholder

- For two-line headlines, use the same tab in the second line as in the first line; the text should be flush:

2 Chapter headline placeholder chapter headline placeholder chapter headline placeholder

2.1 Section headline placeholder

Images and tables

- To place images or tables on an otherwise blank page, position the item at the top margin of the print area (where the text starts on the other pages), not centered on the page, for example. Any "extra" blank space should appear at the bottom of the page.
- Do not use justified alignment for figure and table legends; these should be aligned left with a ragged right margin.
- Please do not end figure and table legends with terminal punctuation unless they are in fact complete sentences.
- It is also helpful for readers if the figure or table number is set in "semi bold" typeface. For example, if a "light" font is used, the figure or table numbers could be set in "Roman." Please do not use any additional emphasis, such as combining "semi bold" with italics. Here is an example:
"Fig. 17: Caption (source: reference, [literature source] where applicable)"
- Figures and tables inserted as images should be in as high resolution as possible. For images, this should be at least 300 dpi. The resolution should be even higher for graphics, especially those with fine lines, at 1,200 dpi.
- All images, captions, tables and table legends should be placed on the same page so the relationship between them is not lost.
- In the case of images or tables that are placed edgewise on the page for format/space reasons, the figure or table must be readable from the right side of the book. This means the rotated table or figure must be turned counterclockwise 90°.
- Please do not use PowerPoint files, which produce poor-quality results in a printed book.

Lists

- Please align all lists flush left, with a ragged right margin. Never use justified alignment for lists.

Body text

- Do not "force" the justification of text. Instead, enable hyphenation at the end of the line and make manual changes where necessary (control + minus sign = soft hyphen). Otherwise, there can be "holes" in the justified text where it wraps to the next line, causing a choppy look.
- Font sizes in A4 format (to be shrunk to final DIN A5 format): 12 pt is ideal for body text, with 14 pt line spacing. A serif font such as Times New Roman is very readable for your base text. It is better to set headlines in a sans serif font such as Frutiger or Helvetica.

- First line indentation: If this paragraph format has been chosen, there is still **no** indentation at the start of the page, directly underneath a headline, or after a figure, table, or list.

Blank pages

- It can be a good idea to leave a page blank before starting a new chapter, for example, if the preceding chapter ends on a right page. Alternatively, however, the new chapter can also simply start on the following left page.
- Under no circumstances should **two consecutive blank pages** appear in a book.
- **Blank right pages** are also not allowed in a book.

Page format

- In a book set in portrait format, it is not possible to produce **any pages in landscape format**. This means all pages must be designed in portrait format and rotated 90° where applicable (so the text can be read from the right side of the book), and the page number must be placed accordingly.

Orphans and widows

- An orphan is a **single line** at the end of a page of a book that belongs to the paragraph that appears on the next page. To eliminate orphans, it is necessary to either insert another line of the relevant paragraph or insert a return or break to push the orphaned line onto the next page with the rest of the paragraph.
- A widow is a **single line** at the start of a page of a book that belongs to the last paragraph on the preceding page. To eliminate widows, it is necessary to either insert a second line of the relevant paragraph or ensure that the widow wraps to the previous page with the rest of the paragraph.

Cover image

- Some dissertation series require a cover image. Please supply the cover image as a JPG file if at all possible, in approximately the final format (generally approx. 15 cm wide for DIN A5 format) and with a resolution of at least 300–600 dpi.

Cover design

- The only elements permitted on the back cover are the blurb, barcode, and ISSN where applicable.
- Further information such as sources of funding and similar do not belong on the cover but rather inside the book.

Image quality

- Figure files require a minimum resolution of 300 dpi (higher dpi welcome) for image size of 10 cm in order to ensure good print quality.

Reprinting rights

- If you wish to use third-party figures in addition to your own image material, they must be handled like quotes. Source references in brackets directly under or next

to the image are required in all cases. All third-party images also require that written reprinting permission be obtained if the purpose of the quotation is not present.

Tables

- A table should be placed together with the relevant table legend on the same page. If the table is too large for this, please place it on a double page, meaning side by side.

Color fidelity in the printed product

- Please note that the colors in the final printed product will necessarily deviate somewhat from the view presented onscreen. This is an unavoidable consequence of the difference between color systems (RGB onscreen, CMYK in printed matter).

Correct designation of your institute

- Please be sure to use the correct name for your Fraunhofer institute. The full name always includes the acronym; example: "Fraunhofer Institute for Industrial Engineering IAO." Do not set the acronym in parentheses.

Acknowledgment

- Please be sure to have the acknowledgment proofread along with the rest of the text. Acknowledgments often contain clumsy or unclear phrasing or stubborn repetition of phrases such as "I would like to thank..." In the latter case, please be sure to reword where possible ("Thanks go out to..."; "I am also grateful for..."; "Gratitude is also due to..."; "...was especially helpful"; and expressions such as "instrumental," "supporting," etc.).

Questions about the information presented here? Feel free to contact us by email at verlag@fraunhofer.de. We will be happy to get back to you.