

## INTRODUCTION

This Guide has been prepared to aid authors of books which are composed of contributions of many authors. The aims of the guide are as follows:

- *clarity of presentation*
- *uniformity of style of the presentation*
- *limiting errors in preparation of the final copy*
- *uniform chapter numbering, abbreviations and nomenclature*
- *minimization of effort of authors, editors, and technical staff in a book preparation*
- *minimization of corrections*

Considering these goals, please carefully review the following pages and closely follow the examples of manuscript preparation.

## CHAPTER ELEMENTS

The list below serves as the check point list of essential components of chapters. These components are discussed under separate headlines.

- *chapter numbering*
- *chapter title*
- *author(s)*
- *text*
- *mathematical equations*
- *chemical formulas*
- *tables*
- *figures and other illustrations*
- *figure captions*
- *references*
- *other components*

The chapter number, title, author(s) name and address, text, figure captions, mathematical equations, references, and other elements such as appendices, list of symbols are the parts of the text file.

Tables and illustrations should be provided separate from the text each on a single sheet of quality paper. Further guidelines are given below.

The text should be submitted in two forms:

- *Microsoft Word or WordPerfect file*
- *and printed copy*

Further guidelines are given below.

## 1 Chapter Numbering

Please use the following system of numbering with the number of chapter given in the publishing agreement.

|                 |       |
|-----------------|-------|
| chapter         | 3     |
| sub-chapter     | 3.1   |
| sub-sub-chapter | 3.1.1 |
| etc.            |       |

Illustrations (figures, charts, photographs, schemes, chemical formulas) should be all numbered sequentially (without distinguishing their type (e.g., figure or scheme)) by giving chapter number followed by figure number and clearly indicated in text and the same in figure caption (e.g. Figure 3.1 followed by Figure 3.2, etc.).

|                    |            |
|--------------------|------------|
| Figure numbering   | Figure 3.1 |
| Table numbering    | Table 3.1  |
| Equation numbering | [3.1]      |

## 2 Chapter Title and Author(s)

Short but informative titles are preferred. The following is the example:

3.1 Solubility parameters  
Tony Carter, Emory Inc., 345 Epson Drive, Burnaby, BC,  
Canada M1E 1C6

## 3 Text

All the elements of the text file should be typed using the same font (preferred font Times New Roman 11 points).

Please do not use any typesetting commands (italic, bold, tab, additional space) unless absolutely necessary. The text file will be eventually formatted using the desktop publishing program which gets confused by wordprocessor tags. To keep the book consistent in style, all chapters will be formatted according to the same typesetting style.

Please use only one space after the punctuation (comma, point, semi-colon, etc.).

#### 4 Mathematical Equations

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The preferred format of mathematical equation is given below:

$$\Delta W = \left[ 1 - \int_0^{\varepsilon} \sigma d\varepsilon \int_0^{\varepsilon} \sigma_0 d\varepsilon \right] 100 \quad [4.1]$$

where:

|               |  |
|---------------|--|
| $\Delta W$    | loss of deformation energy                     |
| $\sigma$      | stress value of the second cycle (deformation) |
| $\varepsilon$ | maximum strain                                 |
| $\sigma_0$    | stress value of the first cycle                |

Please note that equation in the submitted manuscript will be typeset in different (more precise) program therefore the equation in the manuscript should help in elimination of typographic errors. The symbols should be listed and explained under equation rather than in the text format which is more difficult for reader to follow. Symbol is separated from explanation by two tabs.

#### 5 Figure Captions and Table Titles

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Each figure and table should be clearly referenced in the text of the chapter. The figure caption or table title should be given following the end of the paragraph in which the first reference to this figure or table was given. Special characters (such as markers or line type) should be avoided in the figure captions but rather explained in the body of figure. The table titles and the figure captions should be as concise as possible. If examples of symbols or abbreviations are necessary to explain the table content, please give them below the table.

*Examples:*

Figure 3.1. Viscosity of solution of polymethylmethacrylate in ethyl acetate vs. concentration. [Adapted, by permission, from A. H. Stern, *Polymer*, **24**, 2334 (1998)]

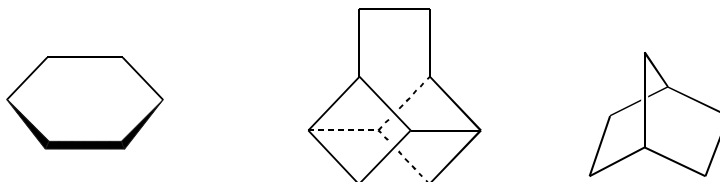
Figure 3.2. Schematic diagram of chemical changes in polystyrene during its thermal degradation at 200°C. [After references 17,33,34]

Table 3.1. Viscosity of solutions of polymethylmethacrylate in different solvents. (*References to published data can be given in the table*)

## 6 Chemical Equations

The chemical equations should be drawn with a black ink (less desirable) or laser printed on separate sheets of high quality white paper. The size of formulas and eventual text should be selected having in mind that formulas are reduced to 70% of their original size.

Example:



## 7 Tables

Considering that tables are in most cases typeset during book preparation, the table design and its graphical qualities are of less importance. It is essential that the content is easy to read and understand.

Wide tables (usually having more than 8 columns) should be split to two or more. The length of a table does not need to be limited by any other factor than the amount of data presented.

The use of special characters should be limited to the extended character set considering that most programs do not support other characters in the table format. The table number should be included in the headline. The table title is not necessary since it was included in the text. The explanations of abbreviations and symbols are optional and should be included below the table.

Example:

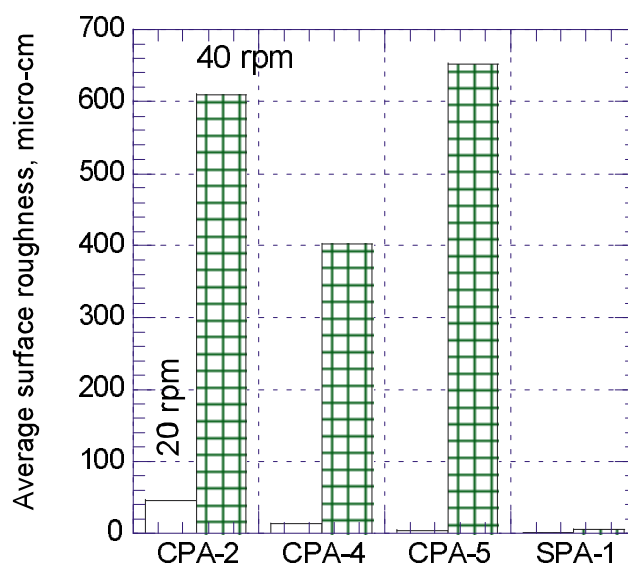
| Filler            | Concentration, % |      | HALS absorption, % |          |
|-------------------|------------------|------|--------------------|----------|
|                   | filler           | HALS | secondary          | tertiary |
| Talc              | 20               | 0.6  | 25                 | 6        |
| TiO <sub>2</sub>  | 4                | 0.6  | 17                 | 7        |
| CaCO <sub>3</sub> | 4                | 0.6  | 75                 | 40       |
| Carbon black      | 8                | 0.6  | 20                 | 7        |

## 8 Figures and Illustrations

Figures should be provided on the separate sheets in camera ready form. Only laser quality is acceptable. Camera ready figures will be reduced to the required size. The most desirable size of figure as it appears in the book is 3 x 3" (76 x 76 mm). Therefore the size of figure and the point size of the text characters should be chosen adequately to give readable image. Figures should be numbered on the opposite side of the sheet.

It is suggested that in addition to the drawn figures the numerical values are given for each figure which will allow typesetter to redraw the figures to maintain uniformity of the entire book by using the same style and the same drawing program. As mentioned in the point 2.5, markers and line types should be explained on the drawing (not in the figure captions).

Example:



The photographic material requires quality photographs which should be numbered on the opposite side.

#### 9 References

It is very essential that references are always given in the same style as shown in the examples given below; otherwise substantial amount of work is required to prepare book for publication. The titles of the journals should always be abbreviated according to the system adopted by Chemical Abstracts. The references should be numbered in the list and in the text. No brackets, parentheses nor space should be used but numbers in the text should be given in superscript immediately after the word, point or comma (e.g. solvent<sup>7</sup> solvent,<sup>7</sup> solvent.<sup>7</sup>) The reference numbers in the text should be separated by comma or dash without a space (e.g. solvent<sup>7,12-15,18</sup>).

*Journal article:*

1 A. Stern, J. Doe, and A. First, *J. Appl. Polym. Sci.*, **45**, 2996 (1999).

*Conference paper:*

1 A. Stern, Int. Symp. Solvents, Toronto, June 14-17, 1989, *ChemTec Publishing*, Toronto, 1989, pp. 14-17.

*Book:*

1 A. Stern, **Solvents**, *ChemTec Publishing*, Toronto, 1999.

or

1 A. Stern in **Solvents**, J. Doe, Ed., *ChemTec Publishing*, Toronto, 1998, pp. 14-18.

*Patent:*

1 A. Stern, **US Patent 3,345,444**.

10 Other Components of Chapter

Nomenclature and appendices are usual components of the chapter. Appendices can be written in a free form because of their nature but guidelines included for other components of the chapter should be respected (see text, mathematical equations, etc.)

Nomenclature should be presented with respecting the guidance of IUPAC, ISO, and ISU as well as Chemical Abstracts. Symbols arranged alphabetically should be presented as in the example given for mathematical equations where symbol is divided from its explanation by 1-2 tabs (please do not use space bar).

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If permission was not required, please include the source of citation in the following format: [Data from reference(s) *number(s) according to the list of references*]