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Author Guidelines

These guidelines provide information concerning the standard layout of all ISTE books. Authors are requested to refer to the guidelines and to use the accompanying template when formatting their book. These formatting guidelines refer to documents provided in **Word only**. A separate template is provided for formatting LaTeX documents with appropriate guidelines.

For further information or assistance please do not hesitate to contact our publishing department (editorial@iste.co.uk).

1.1. Introduction

This document provides the style guidelines behind our ISTE document template which should be followed as far as possible in order to ensure the uniform appearance of books published by ISTE. This document should be used as a reference to ensure the correct *ISTE styles are used, particularly for the first page of chapters, headers, headings, etc.

Figures, illustrations and tables should be kept in their original saved format (EPS, TIF, PPT) when being integrated into the text and also provided separately if possible. Please ensure the files are saved in their original file type (e.g. .doc or .docx), as saving a file as a different type can have consequences on figures and equations.

Please also note that all ISTE books are printed in black and white. If you would like to include figures in the book that need to be in color, please contact our publishing department (editorial@iste.co.uk) as early as possible to discuss the options.

1.2. ISTE Document Templates

The standard ISTE template "ISTE (1)" is provided along with these guidelines.

1.2.1. *How to use the templates*

Add the *ISTE styles from the ISTE (1) template into your current document. To do this, save the template to your computer. Open your current document. Open the styles panel and click on "Manage Styles" at the bottom, then choose the Import/Export option.
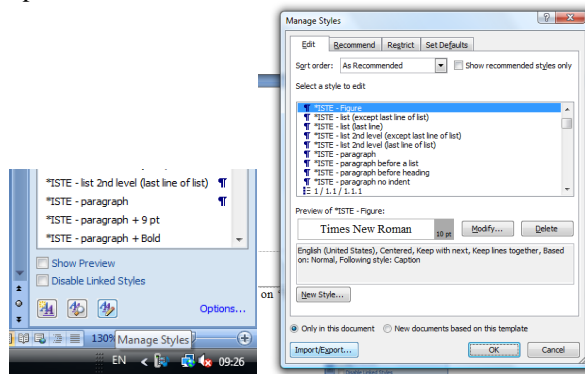
This brings up two boxes of styles. The box on the left is your current document, the box on the right is the template that your current document is using. Under the box on the right click "close file" and in the same place select "open file". In the file search go to where you have saved the ISTE (1) template and open it. In the right-hand box select all the "*ISTE" styles and click "copy", then close the window. If you now go to your styles panel and ensure you are viewing "all available" you should have the styles there.
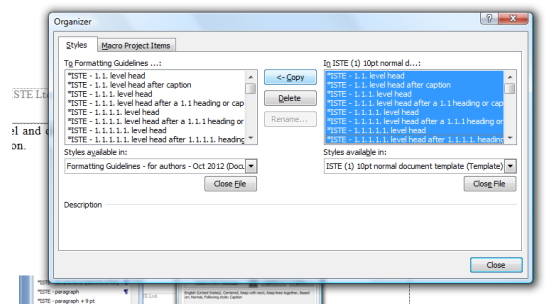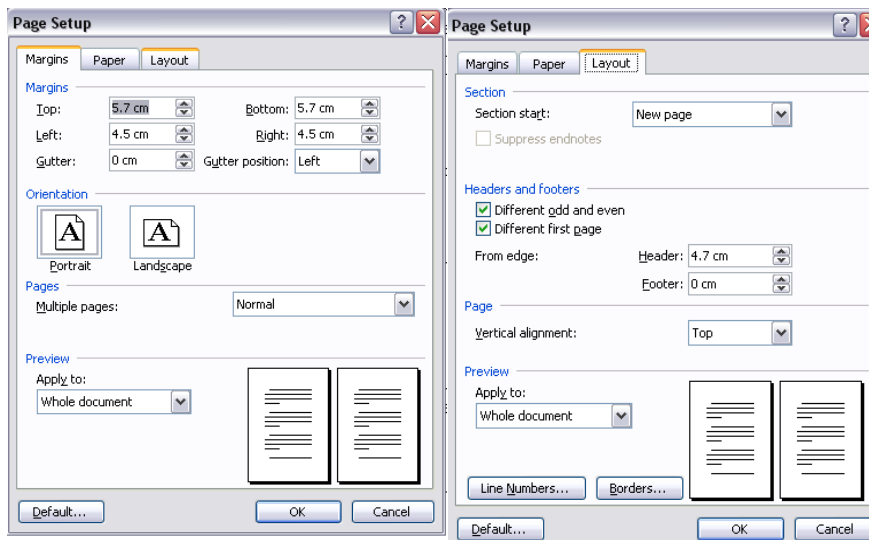
1.3.1. *Page setup*

For ISTE document margins, the page should be set up as follows:

– **Page Layout** > **Page Setup** >

– top and bottom margin: 5.7 cm;

– left and right margins: 4.5 cm;

– gutter: 0, gutter positon: left;

– pages - multiple pages: normal;

– header: 4.7 cm, footer: 0 cm, different odd and even pages, different first page.

Example of normal page setup:

1.3.2. *Headers and page numbers*

Please use the styles *ISTE - even page header and *ISTE - odd page header to format the headers and page numbers.

On the even pages, authors should put the page number + 5 spaces + book's title (if this is too long, it should be shortened: 40 letters maximum) aligned left. On the odd pages, the chapter title (if this is too long, it should be shortened: 40 letters maximum) + 5 spaces + the page number aligned right. To insert headers and page numbers follow the instructions below in Word:

Double click on the page header. In the Page Number drop box, select Format Page Numbers. Ensure number is <u>not</u> showing on first page. **Format** > number format must be "1, 2, 3". "Start at" insert the appropriate number for the first page.

See the headers of this document for an example.

1.4. Titles and subtitles

1.4.1. *First page of chapter*

The first page of a chapter has a specific layout. Items to include on this page are in two parts:

− The **chapter number** styled with "*ISTE - Chapter number". The word "Chapter" should not be added, simply the number.

− The **chapter title** styled with "*ISTE - Chapter title".

At the foot of the first page, as an unnumbered footnote (see section 1.6) should be written "Chapter written by" then the name of the author (first name in lower case with the surname in small caps) all in 9 pt on single line spacing, justified.

1.4.2. *Paragraph titles and headings*

Please <u>do not</u> use automatic numbering for the section headings in Word documents as this can cause problems during the formatting stage.

*ISTE - 1.1. level head (first level heading)

− The first level head is in Times New Roman, bold, 10 pt text with exactly 12.5 pt line spacing, sentence case, justified, 22 pt spacing above, 11pt spacing below.

*ISTE - 1.1.1. *level head (second level heading)*

− The second level is in Times New Roman bold/italic, 10 pt text with exactly 12.5 pt line spacing, sentence case, 22pt spacing before, 11 pt spacing below, justified. Heading numbers must not be in italic, this must be removed manually.

* ISTE - 1.1.1.1. *level head (third level heading)*

– The third level is in Times New Roman, 10 pt text, italic with exactly 12.5 pt line spacing, 11 pt spacing above, 6 pt spacing below, sentence case, justified. Heading numbers must not be in italic, this must be removed manually.

*ISTE - 1.1.1.1.1. level head (fourth level heading)

– The fourth level is in Times New Roman, 10 pt text with exactly 12.5 pt line spacing, 11 pt spacing above, 6 pt spacing below, sentence case, justified.

Variations on the above styles are provided for the instances where headings appear below other headings or below captions, i.e. figure or tables. In these cases the heading underneath either another heading or caption should have 0 pt spacing before. These styles add the comment "after a ...heading or caption" to the normal style name, so it is evident when they should be used, e.g. "*ISTE - 1.1.1. level head after a 1.1 heading or caption"

1.5. Normal text

Normal text is styled with the various "*ISTE - paragraph" styles. A normal paragraph (*ISTE - paragraph) should be 10 pt; justified; first line indent of 0.5 cm; line spacing of at least 12 pt; spacing above 0 pt; spacing after 11 pt; widow and orphan control on.

If a paragraph is broken, i.e. following an equation perhaps, the first line after the break should not be indented:

as this is not the first line of the paragraph (use *ISTE - paragraph no indent).

Paragraphs before a vertical list should have 6 pt space after (use *ISTE - paragraph before a list).

Paragraphs that appear before headings should have the spacing after the paragraph reduced to zero otherwise the space after the paragraph and the space before the head combine and become too large (use *ISTE - paragraph before a heading).

1.6. Footnotes

NOTE.– *Please ensure you do not have the* **"track changes"** *function enabled when adding or deleting footnotes as this can cause serious problems with the numbering.*

Footnotes should be numbered 1 to n in the body of each chapter.

At the foot of the page the text of the footnote should be put into Times New Roman, 9 pt on single line spacing, justified with no indent (no spacing before and after).

If the chapter has been written by particular authors, you need to mention their names on the first page with an unnumbered footnote. On the first page go to **Insert** > **reference** > **footnotes** > custom mark – symbol 32 (this is a blank space).

Once this has been done, you should be able to write in the footnotes "Chapter written by ….", First name in low case, surname in capitals. You will need to delete the two spaces at the beginning of the footnote. See the foot of this page for an example footnote.

1.7. Figures and tables and captions

Figures, illustrations and tables should be kept in their original saved format (EPS, TIF, PPT) when being integrated into the text. Please ensure all figures are in the highest resolution possible and the text can be read clearly. Please also ensure that figures are not under copyright, or that the necessary permission has been obtained to print them in the book.

Figures and illustrations should be styled with "*ISTE - Figure", which is 10 pt font, centered, single line spacing, zero spacing above and below.

Figures and illustrations are numbered 1 to n in the chapter, as are tables.

Table text should be in 9 pt font. There is no specific style for tables. They can generally be left as originally written, however they must fit into the page margins. Captions should be styled with *ISTE - Caption. This gives the general spacing and size: 9 pt italic font, 11 pt spacing before, 22 pt spacing after. The caption title i.e. Figure 1.1. or Table 1.1. should be manually changed to bold, not italic.
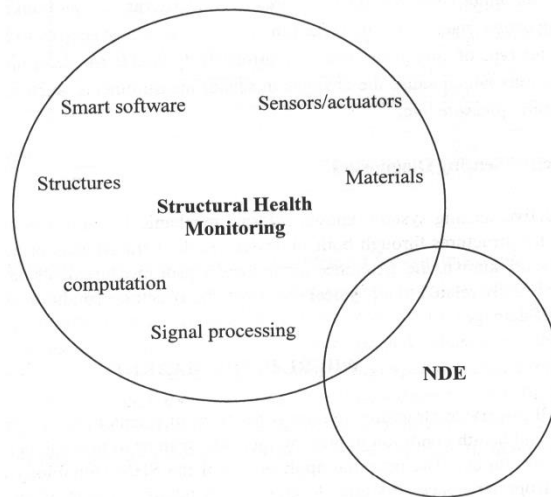

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Figure N.3. *Guidelines for authors – note that the caption*
does not have a full stop at the end

1.8. Formulae and equations

Formulae are preferably supplied in MathType. Formulae referred to in the text are numbered from [n.1] to [n.n] in square brackets. For equations not written within a sentence, use "*ISTE - Equation" with a *tab space* between the equation and the number.

$$xxx = \frac{yyy}{zzz} \qquad\qquad [1.1]$$

If the equation is too long to fit within the margins with the 1 cm left indent, remove the indent and center the equation instead.

1.9. Enumerations/lists

Authors should use dashes for lists if possible: en dashes (–) for the first level of lists and hyphens for the second level (-). For example:

– "*ISTE - list (except the last line)": applies to the first level of lists. en dashes/numbers must be put into the text manually as this style applies to both dashes and numbers. Please do not use automatic numbering as this can cause numbering problems in later stages. Lists are the same size as normal text, 0.5 cm

first line indent, 6 pt spacing after. The last line of a list should have 11 pt spacing after (use *ISTE - list (last line)).

- "*ISTE - list 2nd level (except last line of list): applies to the second level of lists. Again either hyphens or numbers must be entered manually. 2nd level lists are the same sizes as normal text, 0.8cm first line indent, with 6 pt spacing after. If a 2nd level enumeration is the end of the list the spacing after the last line must be 11 pt (use *ISTE - list 2nd level (last line of list)).

1.10. Extracts/large quotes

*ISTE - extracts/large quotes: quotes or extracts that are large enough to be given their own paragraph should be formatted like normal text but indented by 1 cm on both the left and right.

1.11. Notes, Examples, Applications, etc.

The subheading terms "note", "application", "example", etc. should appear in big or small capitals (consistently), followed by a dot and an en dash (there should be no space before the dot and en dash and no indent):

NOTE.– …

APPLICATION 1.1.–

EXAMPLE 1.1.–

1.12. Punctuation and spelling

Authors are asked to observe the rules of American English according to Webster's dictionary.

Please use a single space after punctuation (a full stop, question mark, a colon, a semi-colon, etc.). Please also use double quotation marks, e.g. "quotation". Note that no spaces should appear before punctuation (colons, semi-colons, question marks, etc.). So, "for example:" not "for example :".

1.13. Index/Keywords

All ISTE books include an index. Significant words should be provided by the authors as keywords in a separate document, or index entries may be marked in the word document in order to generate an automatic index.

1.14. Bibliography/References

"*ISTE - bibliography entries" style: the text should be in 9 pt, 11 pt line spacing, 6 pt space after, 0.5 cm hanging indent and justified. The references should be listed at the end of the chapter in alphabetical order, then increasing date order. In the main body of the chapter they should be presented as follows: [KOL 97].

In the bibliography the name of the author(s) should be in big capitals and justified. Titles of chapters or articles should be in quotation marks without italics; titles of books, journal and conferences should be in italics; theses or reports should be in roman (normal).

Here are a few examples of the most common types of references in ISTE house style:

[KOL 97] KOLSKI C., *Interfaces homme machine*, Paris, Hermes, 1997.

[DEM 94] DEMEURE I., FARHAT J., "Systèmes de processus légers: concepts et exemples", *Technique et Science Informatiques*, vol. 13 no. 6, 1994, p. 765-795.

[LAL 97] LALLOUET A., "DP-LOG: un langage logique data-parallèle", *Actes des 6 journées francophones de programmation logique et programmation par contraintes JFPLC'97*, Orleans, 26-28 May 1997, Paris, Hermes, p. 53-68.

[BRA 95] BRAUN T., DIOT C., HOGLANDER A., ROCA V., *An Experimental User Level of Implementation*, Hermes, 1995.

[ACH 96] ACHIMSKY L., Etude Cinétique de la thermo-oxydation du polypropylène, Doctoral thesis, ENSAM, Paris, 1996.

[ZWE 98] ZWEIFEL H., Stabilisation of polymeric materials, report, 1998.

[IST 17] ISTE LTD, www.iste.co.uk, 2017.