

# PREPARING A CAMERA-READY CHAPTER USING THE KAP CHAPTER TEMPLATE,

## **vbaKAPproc.dot**

*For Word 97 and above*

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superscripts to relate  
the respective authors  
and affiliations.

**Abstract:** The purpose of this leaflet is twofold: first, to describe how to use the template made to help you format your text in Word for Windows, version 97 and newer and second, to furnish an example showing how the various elements of a technical paper should look when using the KAP template.

**Key words:** artwork; AutoFormat; document details; figure or table insertion; file submission; macro security settings; multiple authors; permissions; printing; shading.

For your convenience,  
these keywords are  
linked to their  
occurrence in the text.

## 1. INTRODUCTION

Please read the following instructions carefully. Meticulous attention to the guidelines will help not only the publisher but also the author, since careful preparation is the most important single factor assuring error-free printed text that precisely reflects the author's intent.

The template was built for Word 97 and above. It should work regardless of your language version of Word or platform (Mac or PC). The template will *not* work with earlier versions of Word. If you are using an older version of Word or run into a problem that is not covered in these instructions and that you cannot solve, please contact [AuthorSupport@wkap.com](mailto:AuthorSupport@wkap.com).

### 1.1 To use the template

Templates should be stored in a folder where Word stores templates. The *User Templates* directory may be found in Word (when a document is open)

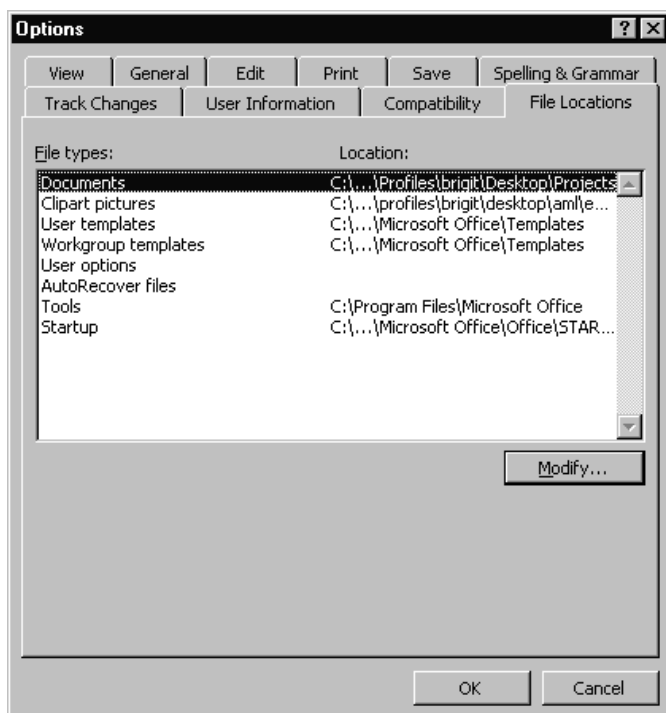


Figure 1. Options dialog box, which defines default locations where Word stores certain files, such as User Templates. To see the full path, click the *Modify* button.<sup>1</sup>

under *Tools/Options*, on the *File Locations* tab (see Fig. 1). Copy or drag the template file to Word's template folder. If you are using a PC use the template named, *vbaKAPproc.dot*, if you are using a Macintosh, use the template named, *vbaKAPproc.mac*. You should never edit the template file directly.

### 1.1.1 Required settings for Word's AutoFormat features

Word has a number of automatic formatting features named *AutoFormat*. Please do not use these features on KAP documents.

AutoFormatting may also be set to take place automatically as you work. This is an undesirable situation; *you must disable this feature before you start working on a KAP document*. To ensure that no automatic formatting takes place while you work, choose *Tools/AutoCorrect*, then click on the *AutoFormat As You Type* tab to display the dialog box, as shown in Fig. 2.

<sup>1</sup> Please note that a "screen capture" like the above illustration, is difficult to reproduce when shot from a CRC manuscript. If your work demands use of these, please see Section 0, Artwork, on p. 17. If you have further questions, contact your Editor, Publishing Editor, or Author Support as early as possible to determine the best method to handle such illustrations.

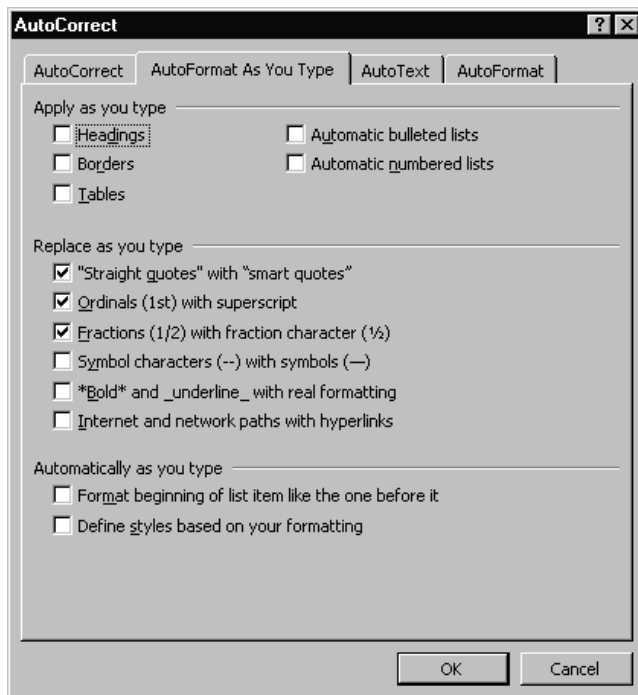


Figure 2. The AutoCorrect dialog box with acceptable options.

Three blocks of options are present, set them as follows:

- Under *Apply As You Type*, none of the options should be checked;
  - Under *Replace As You Type*, any of the first 5 options may be checked. The final option, *Internet and network paths with hyperlinks* must not be checked;
  - Under *Automatically As You Type*, none of the options should be checked.
- These settings carry over from one Word session to the next.

### 1.1.2 Word 2000 security settings

To enable the macros in the template you may need to adjust Word's security settings (in Word 2000 or above). From the menu bar, choose *Tools/Macro/Security*, on the *Security Level* tab choose Medium (see Fig. 3).

## 1.2 Contents of the template

### 1.2.1 Macros

A *macro* is a computer routine that works within a program. The template contains numerous macros, described in the following pages, to help you make your document conform to the KAP specifications as quickly and easily as possible.



Figure 3. Dialog box with settings to enable macros in the KAP template.

Many of the macros display dialog boxes that request input (e.g., chapter title or figure caption). If you cannot see the text in a text-input box, place your cursor inside the text and scroll using the cursor/arrow keys.

Although the macros were thoroughly tested in different environments, there is always the possibility a macro may fail to work as expected. If this happens, read the displayed error message. If you cannot determine the problem, save and exit your document, then open a new document based on the template and copy your work into this new document before running the macro again. Rebooting Word and/or your computer is frequently helpful as well.

### 1.2.2 Styles

A style is a Word feature that allows characteristics to be applied to text (at either the paragraph or character level<sup>2</sup>); a simple example is the formatting applied to the headings in these instructions. If you're unfamiliar with Word styles, refer to Word's online Help for an introduction (this shouldn't be necessary).

All styles are available at all times. However, some styles are only present because Word and/or the macros rely on them. Appendix A shows an overview

<sup>2</sup> Paragraph-level formatting is when formatting is applied to an entire element, e.g., a bold heading or title, rather than character-level formatting, such as making a single character or word, as in an equation or a species name, italic.

of styles you should not use. In addition, there are five styles that should only be used for document details (these are described in Table 1, on p. 6). See Appendix B for a complete listing of styles available in the template.

### 1.2.3 KAP menu and toolbars

All the macros and the styles contained in the template may be accessed from either a menu or toolbar; they are as follows:

- A *KAP* menu has been added to the menu bar. It is always present and contains options for the macros. Tool Tips and shortcuts are provided.
- A *KAP* toolbar has been made that contains the macros. Tool Tips are provided. The toolbar may be enabled and disabled using *View/Toolbars*.
- A *KAPStyles* toolbar has been added that lists the most frequently used styles to assist in applying the styles to your document. For paragraph-level formatting, such as this bullet list, headings, titles, etc., simply place your cursor in the respective text and click on the appropriate style on the toolbar. If you click the wrong style, you may press <Control + z> (*Edit/Undo Typing*), or click on the correct style.
- Word's default *Formatting* toolbar also includes a scroll-down list that allows you to see the present style in use and choose a different one.

## 2. BEGINNING A NEW DOCUMENT

Once the template has been placed where Word stores templates:

1. From within Word, choose *File/New*.
2. From the overview of displayed templates, select *vbaKAPproc.dot* (the “.dot” extension may be hidden, depending on Window's view options). If you are using a Macintosh, select *vbaKAPproc.mac*.
3. A macro starts, prompting you for document details (see section 3.1.1, The Document Details macro, on p. 7). Enter the required details, then click *OK*.
4. Be sure the cursor is at the end of the document (for example, by pressing <Control + End>) to begin working on the body of the document.

To use the template with an existing document, see section 4, Reformatting an Existing Document, p. 12.

## 3. FORMATTING THE DOCUMENT AS YOU WORK

The template should contain all the styles you need to format your document. It is extremely important that you use the appropriate styles to format the different elements in your text. You should not need to apply paragraph-level formatting.

In addition to the styles, macros have been provided for inserting a figure with its caption (*Insert Figure*) and a table with its caption/title (*Insert Table*).

You may find it useful to use Word's Style Area/sidebar to ensure that the styles have been properly applied to the text. On the menu bar, choose *Tools/ Options* and click on the *View* tab, near the bottom there is a fill-in box for *Style area width*, .75" inches should be acceptable. After, when choosing *Normal view*, the styles applied to the text will appear on the left-hand side of your document.

### 3.1 Inserting the document details

When you begin a new KAP document, a macro will start, prompting you for input. You may enter details into the dialog box, or click Cancel and change the details directly in the document. The first page includes a table with placeholders for the document details: Chapter Title, Subtitle, Author, and Affiliation. Each of these is styled as described in Table 1.

The predefined styles/fields are vital to the working of the *Document Details* and *Edit Headers* macros (see below), as well as the proper functioning of the book template with which the Table of Contents and the Index will be produced. They must not be used outside their proper place in the document details table or more than once.

In the case of multiple authors, separate the names with commas and precede the last author with the word *and*. In the case of multiple affiliations, separate the affiliations with semicolons. When there are multiple authors and multiple affiliations, use superscript numbers to identify the connections (the numbers will appear in the running head; if so, you will need to remove them using *Edit Headers* on the KAP menu or toolbar.)

Table 1. Styles for the document details\*

Name	Use	Status
Title	The chapter title. Place in the second table row (or proper field in the document details dialog box) and confirm it is formatted with the <i>Title</i> style.	Required
Subtitle	The subtitle of your chapter. Place in the third table row (or proper field in the document details dialog box) and ensure it is formatted with the <i>Subtitle</i> style.	Required only if there is a subtitle.
Author	The author(s) of your chapter. Place in the fourth table row (or proper field in the document details dialog box) and ensure the text is formatted with the <i>Author</i> style.	Required
Affiliation	The affiliation(s) of the author(s) <i>only</i> . Place in the fifth table row (or proper field in the document details dialog box) and make sure the text is formatted with the <i>Affiliation</i> style.	Required

\*Required fields cannot be deleted using the macro.



Table 2. Styles that have been defined for text and headings

Name	Use
Normal	Body text.
Heading 1	Top-level headings. Do not type a heading number.
Heading 2	Second-level headings. Do not type a heading number.
Heading 3	Third-level headings. Do not type a heading number.
Heading 4	Fourth-level headings. End heading with a period. Do not type a heading number.
HeadingMath	Mathematical Headings such as Theorems, Proofs, etc.

### 3.1.1 The Document Details macro

The macro called *Document Details* will run whenever a new document is created based on the template. To change document details, you may either rerun the macro from the KAP menu or toolbar or edit the document directly. *Do not change the styles in the document details table on the first page.* The macro will only run if all the required fields are present and formatted with their respective style.

The formatting of the *Title* style is all caps; if you have a term that must not be in all caps, e.g., pH, change the casing by using *Format/Font* and unchecking “All caps.” Do not run the Document Details macro after adjusting the casing or it will change the whole title back to all caps.

## 3.2 Body text and headings

Styles have been defined for the body text and headings. As formatting is handled by the styles, you should only apply character-level formatting and proper capitalization; do not type numbers in front of headings or insert blank lines around display elements (with the exception of an extra line of space after tables). Table 2 shows the styles for the text and headings.

## 3.3 Inserting special text elements

The following sections describe the special elements listed in Table 3.

Table 3. Styles for special text elements

Name	Use
Abstract	The Abstract.
Appendix	The text of the Appendix (with the exception of tables, etc.).
BlockQuote	The text of a block/display quote. For extended quotations.
Equation	A display equation. If numbered, tab after equation and enter number.
HeadingOther	Acknowledgements, Appendix, Notes, and References headings.
Key Words	The Key words.
Motto	The text of a motto for your document.
Notes	The text of the endnotes, if applicable.
References	The text of the Reference list.

### 3.3.1 Inserting the Key Words or the Abstract

Any new document created with the template will contain pre-styled placeholders for the Abstract and Key Words sections.

- Enter the Abstract following the Abstract heading;
- Enter the key words following the Key words heading. Separate key words with a semi-colon, and end with a period.

The label (“Key words” or “Abstract”) should be separated from the text that you enter with one tab character (already present in the template). To start another paragraph within the Key words or Abstract sections, press <Enter> followed by <Tab>. The Key words and/or Abstract sections may be removed if your volume editor has requested that you not use them.

### 3.3.2 Inserting a list

To include a list in your document, apply the desired style to the list items. (Note the indent and the alignment of the turnover lines below.)

a) This is the style and layout of *LISTalph*.

- This is the style and layout of *LISTbullet*.

This is the style and layout of *LISTcont* for multi-paragraph list items.

1. This is the style and layout of *LISTnum*. If a list item is longer than one paragraph, use *LISTcont* for the subsequent paragraphs. If there are a number of paragraphs of text before the next item, you may need to apply the *LISTnum* style first, then go to *Format/Bullets and Numbering*, click on the *Numbering* tab, and check the *Continue previous list* option (rather than *Restart list*).

– This is the style and layout of *LISTdash*.

### 3.3.3 Inserting a display quote or equation

Styles are provided for block quotes and display equations:

- Style a display quote with *BlockQuote*;
- Style a display equation with *Equation*. After entering the equation, press <Tab> and enter the sequence number in parentheses. (If either the Microsoft Equation Editor or MathType is installed, you may use the program by choosing *Insert/Object* and then the appropriate program from the *Insert* menu on the *Create New* tab.)

When referred to in the text, equations should be cited as Eq. (1), Eqs. (3)–(5); if the word “Equation” begins a sentence, it should be written out in full. If a parenthetical reference to an equation is made, the parenthesis around the number should be omitted, e.g., “A relationship (Eq. 4) can be derived....” A displayed equation should be treated grammatically as part of a sentence, and the text immediately preceding a displayed equation punctuated according to the position of the displayed equation in the sentence. (However, *punctuation should not be used within the display equation*.)

### 3.3.4 Inserting a footnote

A footnote is inserted using *Insert/Footnote*. After the identifying number of the footnote text, use a tab to align the turnover lines with the first line.

### 3.3.5 Including Acknowledgements, Appendix(es), Notes, or the Reference list (in this order)

These elements are handled with styles, as follows:

- The headings of the Acknowledgements, Appendix, Notes/Endnotes, and References sections should be styled with *HeadingOther* (no heading numbers are included).
- The Acknowledgements text should be styled as *Normal* text.
- The Notes/Endnotes text should be styled with *Notes*. (Do not build the Notes section using the Word function *Insert/Endnote*.)
- The Appendix text should be styled with *Appendix*.
- The References and Further Reading lists should be styled with *References*.

### 3.3.6 Tagging words for the Index

Word has a facility for automatically inserting Index entries called *AutoMark*. You will notice the command, “MarkIndexEntry” on the *KAPStyles* toolbar; this may be used to mark index items (at the discretion of the volume editor). For more information, refer to the Word’s on-line Help file.

For the sake of clarity and ease of use, no more than two orders of subentries should be used. Note the purpose of the index is not to provide an outline of the subject matter, but to provide a list of subjects in a form convenient for quickly locating useful contexts. Main entries are capitalized.

## 3.4 Inserting tables and figures

This section describes how to insert tables or figures into your document so that the proper specifications are applied.

Please note that *a line of space should be introduced after a table*, unless it is at the bottom of a page or immediately preceding a heading (which will automatically add space between it and the table). It is best to have figures and tables set on the top or bottom of a page; it is not necessary to have them immediately after their reference in the text. It is preferable *not* to split a table across two pages. An extra line of space or two can be added before or after a figure or table to achieve better placement.

Large-width tables and large figures may be placed sideways (landscape) on a page. The table or figure caption in such instances must match the orientation of the table or figure [however, the running head must remain in

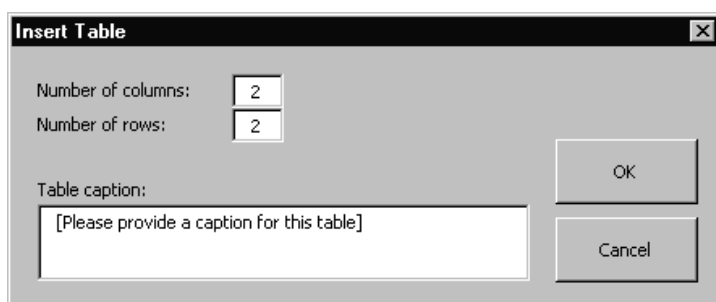


Figure 4. The Insert Table dialog box.

the orientation of the rest of the chapter (portrait)]. Due to the complication of achieving this in Word, such tables and figures may be provided separately, granted they are the appropriately styled, use the correct text area, and a blank page with the running head and folio is left in the text for them. (See Section 6.4, Artwork, for detailed art guidelines on p. 17.)

### 3.4.1 Inserting a table: The Insert Table macro

To insert a table into your document, do *not* use the built-in Word function *Table/Insert Table*. Instead, run the *Insert Table* macro from the KAP menu or toolbar. This macro displays the dialog box shown in Fig. 4.

Enter the desired number of columns and rows for your new table. More rows can easily be inserted later by pressing <Tab> in the last table cell. A caption must be provided. You may wish to leave the default caption, as you can modify it directly in the document. When you click *OK*, a table is inserted before the current paragraph.

When reformatting an existing document with tables, it is easiest to use the Insert Table macro to create the caption for proper numbering and formatting (and possibly the body of the table, by either cutting and pasting or dragging and dropping from the existing table into the new table cells). You may also delete the new table and format the existing table body with the “Table” style (see Table 4), then set the borders as exemplified by the tables in this document (top row/column headings with a top and bottom rule and the last row with a bottom rule).

Table 4. Styles you may need to apply when creating a table\*

Name	Use
small	Use for table notes.
Table	For pre-existing tables, the table style should be used for the table body.

\* Table notes should be formatted using the *Small* style.

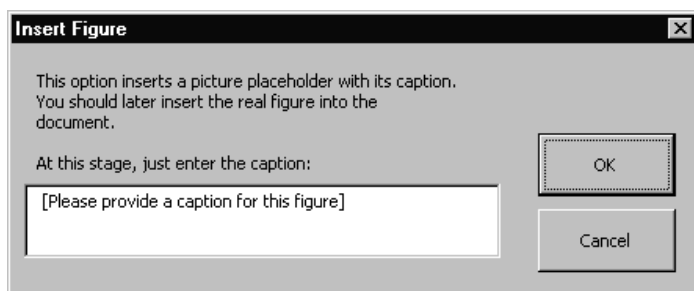


Figure 5. The Insert Figure dialog box.

### 3.4.2 Inserting a figure: The Insert Figure macro

To insert a figure into your document, do *not* use *Insert/Picture* or any other option from the *Insert* menu. Instead, first run the *Insert Figure* macro from the KAP menu or toolbar. This macro will display the dialog box shown in Fig. 5. You may wish to leave the default caption, as you can modify it directly in your document. When you click *OK*, an empty figure (placeholder) is inserted before the current paragraph.

To include the illustration, you may left-click on the placeholder that was inserted by the macro to paste an image you have copied to the clipboard, or use the standard *Insert/Picture/From File* option provided by Word.

The figure caption is initially centered; *if your caption is more than one line long*, you should place your cursor within the caption, then set the paragraph alignment to *Justified* (either by using the *Format/Paragraph* option or by clicking the corresponding icon on the Formatting toolbar). Also, please *remove the border around the frame* if it does not disappear once the actual illustration for the image is inserted.

When reformatting an existing document with figures, it may be easiest for numbering and formatting to use the *Insert Figure* macro to create the caption. You may then replace the frame and insert the figure as described above.

## 3.5 Inserting schemes and structures

Both structures and schemes should follow the guidelines for line art. They should be included directly in the text using the styles, “Scheme” and “SchemeNumber.” Create a blank line, style with the Scheme style, insert the image by pasting it from the clipboard or with the *Insert/Object* command. Press <Enter/Return>, ensure that the following line is styled with the SchemeNumber style, and include the number of the scheme or structure (if numbered).

Structures and schemes are not automatically numbered. Structures should be numbered separately, in sequence, using arabic boldface numbers, enclosed in parentheses and centered below the structure. (If a structure is part of a

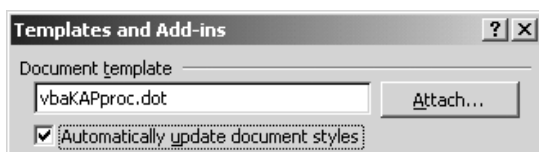


Figure 6. Templates and Add-Ins.

figure it should generally not be numbered.) In the text, structures should be referred to by these numbers. It is usually appropriate to omit a structure after its first occurrence, referring to it by its number. Structures may be repeated if they are not uniquely numbered and if they contain constituents listed elsewhere. Schemes should be numbered separately, in sequence, as, “**Scheme 1, Scheme 2...**” The scheme title should be centered below the scheme.

#### 4. REFORMATTING AN EXISTING DOCUMENT

Your text may have been written before receiving the template or may have been written in a different word-processing program. To “convert” an existing document to the KAP specifications:

1. Open the document in Word. If the file extension is not .doc, you may have to change the *files of type* setting in the *Open* dialog box to *All Files*.
2. Before doing anything else, use *File/Save As* to save the file under a different name. When doing so, ensure that the file type is set to “Word documents.”
3. Choose *Tools/Templates and Add-ins* and attach the KAP template (see section 1.1, To use the template). Check the box labeled *Automatically Update Document Styles*, as shown in Fig. 6.

Next, click *Attach*.

4. Choose *Edit/SelectAll*, then apply the *Normal* style to all selected text (i.e., the whole document).
5. Save the document at this stage.
6. Place the cursor at the top of the document <Control + Home> and perform the search-and-replace routine shown in Fig. 7.
7. Use the *Replace All* button, and repeat this action until the message in Fig. 8 appears, indicating that the search string was not found.
8. Now work your way through the document, applying the appropriate styles to the text. Use the same styles that you would have applied if you had originally written the document using the template. (See *Formatting the Document As You Work*, p. 5.)
9. After this has been completed, create a new document based on the KAP template (*File/New*, choose “vbaKAPproc.dot” or “vbaKAPproc.mac”, if using a Macintosh). After filling in the document details as prompted,

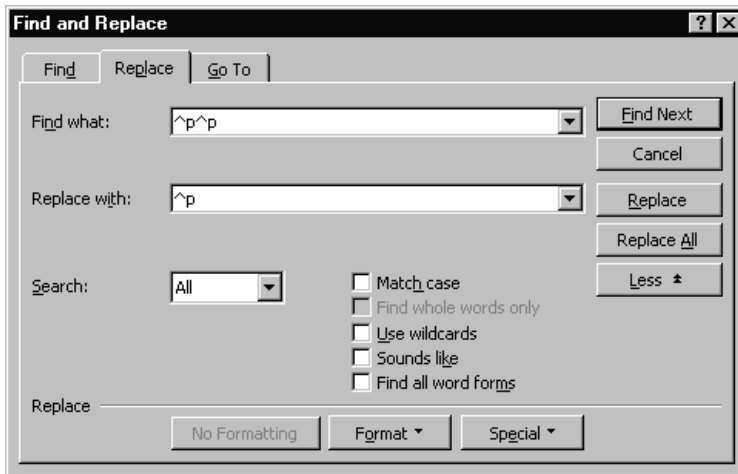


Figure 7. Find and Replace dialog box. Ensure there are no extra spaces in either field.

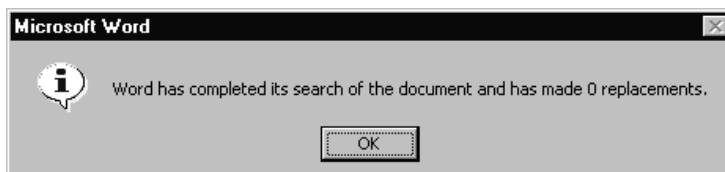


Figure 8. Message showing zero replacements.

*copy* all of the text in the working document and *paste* it into the new document that contains the document details. Be sure you check this document thoroughly, and this new file is the single version you submit for publication.

## 5. FORMATTING THE DOCUMENT FOR PRINTING

Before you print your document, you need to add some finishing touches. *Edit Headers* will help set the text in the running headers; running heads *must not* be more than one line. *Prepare Copy* will remove excess white space caused by having multiple headings following one another, and will set the Key words and Abstract labels to bold.

In addition to using these macros, there are three more things you should pay attention to:

1. Choose *Tools/Options/Compatibility* and ensure the two options to suppress additional line spacing at the top of a page are checked (see Fig. 9).
2. Do not use *Format/AutoFormat*.

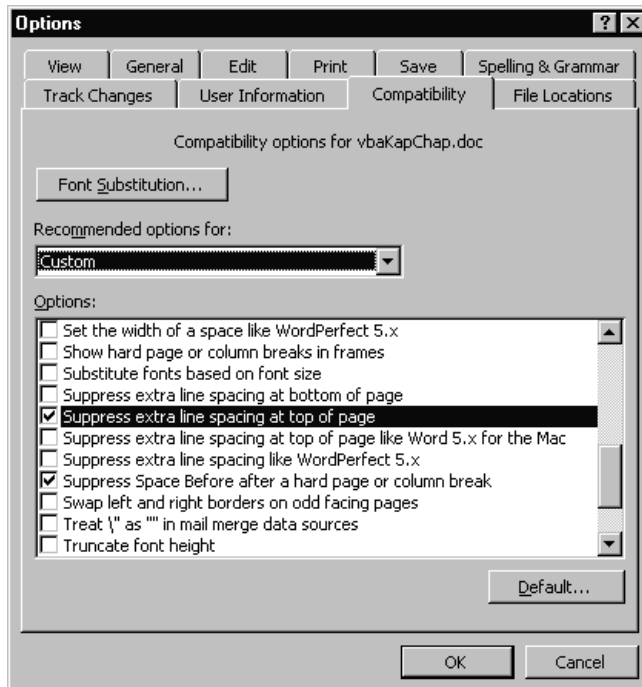


Figure 9. Options dialog box.

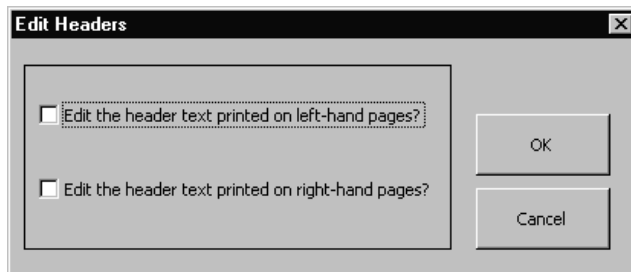


Figure 10. Intermediate Edit Headers dialog box.

3. Never change the margins or paper size manually; use the *Paper Size* macro to set the page layout for printing on A4 or US Letter size paper.

## 5.1 The Edit Headers macro

To specify the text that must be printed on the left- and right-hand pages, run the *Edit Headers* macro from the KAP menu or toolbar (see Fig. 10).

Initially, the default values for each of the headers as shown in the dialog box are based on your *Document Details*; subsequently, they are based on



what is in the headers. You may need to edit the headers (a running head must not run onto a second line and the running authors must not include the numbers from the author–affiliation associations). Note that the macro will work only if your document contains at least three pages.

## 5.2 The Prepare Copy macro

Before you deliver the final document, run the *Prepare Copy* macro from the KAP menu or toolbar. This macro performs the following tasks:

- Sets the Key words and Abstract labels bold.
- Removes excess white space caused by the absence of a Subtitle.
- Removes excess white space caused by having multiple headings in a row.

This is the only macro that does not display a dialog box. Execution of the macro may take some time, depending on the amount of memory in your PC.

## 5.3 The Paper Size macro

Documents based on the template use a text area/page layout of 12.1 by 20.3 centimeters or 4-3/4 by 8 inches. This custom page layout can be printed on A4 or US Letter size paper.

By default, the paper size is set to US Letter. The *Paper Size* macro lets you change this to A4 or back to US Letter. Note that the macro also adjusts the various margins so that the page layout does not change when you change the paper size. For this reason, you should never change the paper size manually but always use the macro (see Fig. 11).

## 6. SPECIFICATIONS NOT COVERED BY THE TEMPLATE

Included with the manuscript covering materials should be the full contact information for the contact author (mailing address, telephone and fax numbers, and an e-mail address).

### 6.1 Reference styles

You are responsible for the accuracy of your references. All names; dates; article, journal, and volume titles; and volume and page numbers should be double-checked before submission. All entries in the reference section must be cited in the text. The list of works cited should appear at the end of the chapter with the title, “References.” If you have not been provided with a specific reference style by either the volume editor or the Publishing Editor, two general samples follow.

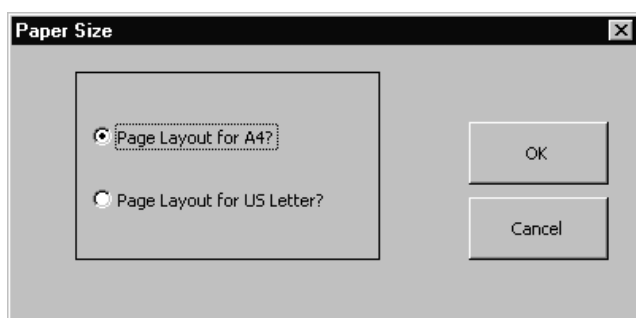


Figure 11. Make sure to adjust paper size if you are not printing on US Letter paper.

### 6.1.1 References by name and year

If reference citation is by name and year, the text citation may take one of the following forms: "... as shown by Miller (1967), the ..." or "... has often been demonstrated (Smith and Jones, 2002a, 2002b; Brown et al., 2003) that..." In this case, the reference list must be in alphabetical order by first authors' surnames and presented in the following style:

Brown, C. D., Green, M. P., and Robinson, S. A., 2003, Article title with only the first word and proper nouns having an initial capital, *J. Name Abbr.* **37**:168–178.

Miller, R. J., 1967, *Book Title with the Initial Letter of Each Major Word Capitalized*, 2nd ed., Publisher, City, pp. 101–118.

Smith, A. B., and Jones, C. D., 2002a, Article or chapter title, in: *Book Title*, W. F. White, ed., Publisher, City, pp. 215–247.

Smith, A. B., and Jones, C. D., 2002b, Article with only the first word of the title and subtitle having an initial capital, *J. Name Abbr.* **42**(2):275–282.

Kluwer, 2003, Dordrecht (January 7, 2003); <http://www.kluweronline.com>.

### 6.1.2 Numeric style of referencing

References should be numbered in the order of their first mention in the text. The citation may be used with or without the author's name: "... it has been shown by Johnson<sup>17</sup> that ..." or "... experiments with calcium,<sup>6</sup> potassium,<sup>7</sup> and strontium<sup>8</sup> have shown..." Several references may be cited together, the numbers being separated by commas and spaces: "several recent investigations<sup>7,9,15</sup> indicate..." If three or more consecutive references are cited together, an en-dash should be used between the lowest and highest reference numbers: "... while others<sup>10–14</sup> show that..."

The reference list should be in the style indicated by the following examples:

1. G. Bhatt, H. Grotch, E. Kazes, and D. A. Owen, Relativistic spin-dependent Compton scattering from electrons, *Phys. Rev. A* **28**(4), 2195–2200 (1983).
2. R. W. Arnett, K. A. Warren, and L. O. Muller, Optimum Design of Liquid Oxygen Containers, Wright Air Development Center Technical Report No. 59–62, 1961 (unpublished), p. 118.

3. M. Wellner, *Elements of Physics* (Plenum Press, New York, 1991).
4. A. J. Duncan and Z. A. Sheikh, in: *Polarized Electron/Polarized Photon Physics*, edited by H. Kleinpoppen and W. R. Newell (Plenum Press, New York, 1995), pp. 187–196.
5. Kluwer, Dordrecht (January 7, 2003); <http://www.kluweronline.com>.

## 6.2 Submission of files

Please include a *single* file version of your text in the native format (e.g., “.doc” for Word; also supply files of any graphics, if applicable or for which they are available—see Electronic submission of graphic files, p. 19, under Artwork). We require acceptable hardcopy for all materials.

Note the software (Word, WordPerfect, etc.) and hardware (IBM-PC, Mac) used in the covering material and on the disk/disc label. The label must include the volume title, editors/authors, chapter title, or number if known, and disk number (e.g., “disk 1 of 3”).

All files must be named with at least the first three or four letters of the first-named author’s last name, and the chapter number if known (WelmCh01.doc). If long file names can be used, the file name should be comprised of the full surname of the first named author followed by the chapter number, if known (WelmanCh01.doc). File extensions (e.g., “.doc”) must be included.

The files may be supplied on Zip disk, CD-ROM, or a 3.5-inch high-density floppy diskette (MS-DOS format, if possible). Please supply a listing of the contents of each disk (if screen shots are used, ensure all folders are expanded).

## 6.3 Permissions

If any of the material to be included (illustrations, tables, quotations of more than a hundred words) is taken from another publication, you must obtain permission to use this material from the copyright owner and insert the prescribed form of acknowledgment into your manuscript before submitting it for publication. Please be sure to write the figure or table number (as referred to in your contribution) on all permissions where applicable.

## 6.4 Artwork

The quality of the illustrations in the published volume will directly reflect the quality of the artwork provided. All illustrations must be submitted in a fashion suitable for reproduction without further retouching or redrawing.

- A brief explanatory caption must be included in the text for each figure. When cited in the text, figures should be identified by number rather than by “above,” “below,” etc.

- Original ink drawings, high-quality (600 dpi) laser printouts, or high-quality ink-jet prints (minimum 720 dpi on high-quality/photo paper) yield the best results and should be submitted.
- XEROX COPIES ARE NOT ACCEPTABLE, and photostats or scanned images frequently give poor results.
- If the original art cannot be obtained when reproducing a previously published figure, the appropriate page from the publication or a high-contrast quality photographic print made from the page should be supplied instead. Do not supply xerographic copies or poor scans where lettering and details have dropped out or filled in.
- Do not allow “invisible” tape to cover any necessary portion of an illustration; tape can interfere with the satisfactory reproduction of copy, acting as another lens and magnifying the density of the print.
- The output of a scanned/digital image is a screened/half-tone print that will not reproduce well because continuous tone prints are screened for final production (if a file version is not supplied or cannot be used). When a screened print is screened a second time there are often interference problems (moiré patterns). We need either the original or a continuous-tone print made from the original negative.

#### 6.4.1 Line illustrations

- *Illustrations must be free of unnecessary detail.* Graphs should be prepared with ticks on the axes rather than grid lines.
- Fine shading should be avoided if it is not essential to the understanding of the illustration. If screens (dot patterns) are used for shading, they should be coarse (big dots—if the dots cannot be easily seen as dots by the naked eye, the shading may not reproduce adequately).
- Crosshatching, solid black, solid white, or heavy vertical or horizontal lines should be used instead of fine shading. Fine shading tends to arbitrarily drop out and subtle changes may disappear in reproduction.
- If artwork is supplied separately, drawings and laser prints should be prepared at approximately 33% larger than the desired final size (e.g., 12-point labeling for a final size of 8).

#### 6.4.2 Labeling within an illustration

- Illustrations, if incorporated into your document, should, be scaled so that the capital letters on most of the labels are approximately 8- or 9-point type.
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Note that in labeling figures it is important to avoid making subscripts and superscripts too much smaller than the main characters; if the

subscripts and superscripts are too small in comparison with the main type, they will not be readable when and if the figures are reduced.

- Avoid including titles in an illustration that could be more appropriately incorporated into the figure caption.

### 6.4.3 Continuous-tone photographs

Photographs should be supplied separately, either in the form of high-contrast, good-quality continuous-tone photographic prints made from the original negatives or in the form of the negatives themselves. *You must include the caption and space for the figure in your manuscript.*

If less than the entire area of the photographic print need be shown, indicate the area to be included on a tracing paper overlay.

If the magnification of a photograph has to be indicated, this should be done, whenever possible, by means of a micron scale superimposed on the photograph rather than a numerical statement in the caption. This will prevent having to recalculate the magnification given in the caption due to reduction.

### 6.4.4 Artwork submitted separately

Any illustration that is supplied separately must be fully identified. Identify figures in the outside margins or on the back in pencil (or on a label) with the title of the book, the name of the editor(s) and author(s), the chapter title, or number if known, the figure number, and an indication of “top” if not obvious. Care must be taken not to make impressions that are visible on the face of the illustration (these will reproduce).

When generating camera-ready copy (CRC), whether the artwork is included directly in your document or not, figure captions must be included where you would like the figure to appear, with space left for the illustration. The top and bottom of a page is most desirable for figure placement.

### 6.4.5 Electronic submission of graphic files

Should an image, such as a micrograph, not exist in the form of a negative, an electronic version/TIFF file should accompany a high quality print. Although line art should be incorporated directly into your document, we will accept supplemental file versions of all artwork.

The publisher cannot guarantee that a digital file will be used, as many programs do not provide files that are acceptable for print production, many files are faulty in their construction, and there can be translation errors—in such instances the paper copy will be used as camera copy.

- The printout must directly reflect the file version—only *one* version should be supplied.

- Each file should contain a single graphic.
- The book title, chapter title or number if known, editors/authors, disk number, and the program(s) used to generate the artwork should be included on the disk/disc label.
- The files may be supplied on Zip disk, CD-ROM, or a 3.5-inch high-density floppy diskette.

#### 6.4.5.1 Graphic file-naming conventions.

- All graphic files must be submitted separately and named with at least the first three or four letters of the first-named author's surname, the chapter number if known, and the figure number (WelmFG01-01.tif). If long file names can be used, the file name should be comprised of the full surname of the first-named author followed by the chapter and figure number, for example, WelmanFG01-01.tif. File extensions (e.g., ".tif") must be included. (For a multi-part figure, each should be submitted separately with a letter included in the file name, e.g., WelmFG01-01a.tif and WelmFG01-01b.tif.)
- Other graphic file-naming convention examples: schemes, WelSC01-01.eps; structures, WelST01-01.eps; in-text or in-table graphic, WelIT01-01.eps. Each type should be numbered consecutively in order of appearance.

#### 6.4.5.2 Graphic file specifications (dpi, file types, and color space).

- Digital continuous-tones art (shading/photograph-like, with no lettering) must be supplied at 300 dpi—only TIFF files are acceptable for this type of illustration.
- Higher resolutions are required for line art—EPS files are preferred for this type of artwork, at 1200 dpi.
- Higher resolution is also required for combination artwork, i.e., continuous tone with lettering in the illustration—*minimum* of 600 dpi (EPS or TIFF are acceptable).
- Color artwork will be printed in a CYMK color space, so, if proficient in your particular graphics program, or such services are available to you, it is best to submit color images as CYMK (rather than RGB); see instructions below regarding color art. We will have the files converted from RGB to CYMK if needed.

#### 6.4.6 Color Artwork

If a figure is to be reproduced in color, special arrangements must be made *for the author to cover the cost of color reproduction* (approximately \$750 for a single illustration) and specific instructions must be included indicating that the color reproduction will be subsidized.

Clearly indicate when color art or photographs are to be reproduced in black and white in the book.

Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.

Color should be used sparingly when generating art electronically. Patterns and shading usually yield perfectly adequate results. (See above notes about fine shading under Line Art and instructions regarding color art under Electronic submission of graphic files.)

If color has been used in electronically generated art, it may be best to convert it to black and white. Providing the figures in this form will give you the opportunity to see how well the figures will reproduce in black and white, while obviating any misunderstanding regarding how the figures are to be reproduced. (Submission of *both* color and black and white versions of an illustration is the only time it is acceptable to submit more than one version of a figure.)

If you have a question about color reproduction, please get in touch with us at the earliest possible time.

## APPENDIX A: STYLES THAT SHOULD NOT BE APPLIED TO YOUR DOCUMENT

Name	Use
Default Paragraph Font	The font of the underlying paragraph style.
Endnote Reference	Word's Endnote in-text citation symbol/number. Do not use the Word's <i>Insert/Endnote</i> command.
Endnote Text	The text of an automatic endnote. See above.
Footer	The running footer text.
Heading 5	A Heading 5, which is not part of the KAP guidelines.
Heading 6	A Heading 6, which is not part of the KAP guidelines.
Heading 7	A Heading 7, which is not part of the KAP guidelines.
Heading 8	A Heading 8, which is not part of the KAP guidelines.
Heading 9	A Heading 9, which is not part of the KAP guidelines.
Macro Text	The text of a macro when opened into a macro editing window.

## APPENDIX B: A DESCRIPTION OF STYLES AVAILABLE IN THE TEMPLATE

Style Name	Use*
Abstract	The Abstract. Next paragraph: Abstract.
Affiliation	The author(s)' affiliations. Next paragraph: Abstract.
Appendix	The text of any appendixes. Next paragraph: Appendix.
Author	For the author names. Next paragraph: Author.

*continued* ←

If a table must be run across two pages because of its length, add a rule at the bottom of the first page and "continued" as shown here.

Style Name	Use*
BlockQuote	Extended, display quotes. Next paragraph: BlockQuote.
capLabel	Caption label (e.g., "Figure 1."). Generally, not to be manually applied.
Caption	The table title/figure caption. Next paragraph: Table. Generally, not to be manually applied.
ChapterNo	The chapter number (e.g. "1"). Not to be manually applied.
CN	The word "Chapter" before the number. Not to be manually applied.
Equation	Equation and equation number (on one line). Next paragraph: Equation.
Figure	The paragraph that contains the illustration. Next paragraph: Caption. Generally, not to be manually applied.
Footnote Reference	Superscript number or symbol applied with Word's <i>Insert/Footnote</i> command. Generally, not to be manually applied.
Footnote Text	Text of the footnote. Generally, not to be manually applied.
Header	The running header. Not to be manually applied.
Heading 1	First-value headings. Next paragraph: Normal.
Heading 2	Second-value headings. Next paragraph: Normal.
Heading 3	Third-value headings. Next paragraph: Normal.
Heading 4	Fourth-value headings (use is discouraged). Next paragraph: Normal.
HeadingMath	Enunciations/math headings, e.g., theorems, proofs, lemmas, etc. Next paragraph: Normal.
HeadingOther	Headings of appendix(es), references, further reading, and endnotes. Next paragraph: Normal.
KeyWords	Key words. Next paragraph: KeyWords.
LISTalph	List ordered with letters. Next paragraph: LISTalph.
LISTbullet	Bullet list. Next paragraph: LISTbullet.
LISTcont	For paragraphs after the first in a multi-paragraph item in a list. Next paragraph: LISTcont.
LISTdash	List with a dash before each item. Next paragraph: LISTdash.
LISTnum	List ordered with numbers. Next paragraph: LISTnum.
Motto	Motto or introductory/opening quote. Next paragraph: Motto.
Normal	The body text. Next paragraph: Normal.
Notes	The text of the Notes/Endnotes. Next paragraph: Notes.
References	The text of the Reference list. Next paragraph: References.
Scheme	The paragraph that holds the graphic (scheme or structure). Next paragraph: SchemeNumber.
SchemeNumber	Scheme or structure number. Next paragraph: Normal.
small	Table footnotes. Next paragraph: Small.
Subtitle	Subtitle. Next paragraph: Author. Generally, not to be manually applied.
Table	The table headings and body. Generally, not to be manually applied.
Title,tlt	Chapter title. Generally, not to be manually applied.

\*The text "Next paragraph..." above defines the style that will automatically be applied to the next line if you hit <Enter/Return>.

If a table must be run across two pages because of its length, repeat the table headings.