

## Manuscripts and Illustrations in Electronic Form

### Preparing your manuscript

► **If possible, prepare your manuscript using Word. Please use one of our user-friendly templates which support Winword 7 (Win 95), Winword 6 and Word for Macintosh. The templates are available:**

→ **via ftp:** ftp.springer.de

User name: anonymous or ftp

Password: your own e-mail address

Directory: /pub/Word

File names: *either sv-journ.zip or sv-journ.doc and sv-journ.dot*

→ **via www:** ftp://ftp.springer.de/pub/Word/

File names: *either sv-journ.zip or sv-journ.doc and sv-journ.dot*

→ **via mail server:** e-mail: sv-serv@springer.de

*either get /Word/sv-journ.zip (the file will be sent uuencoded) or get /Word/sv-journ.doc and get /Word/sv-journ.dot*

Please insert a blank after the command "get".

### General on data delivery

► **You can send manuscripts and illustrations to us either online or on a physical data medium:**

- Via ftp.springer.de (to our ftp server; log-in "anonymous", password your e-mail address; further information in the readme file on the server)
- By e-mail (only suitable for small data volumes)
- On diskette
- On ZIP cartridge
- On CD-ROM
- On 5.25" Syquest cartridge (44, 88, or 200 MB)
- On MOD (650 MB, 1.3 GB, 2.6 GB)

Please compress large files with zip, tar, sit, gzip or compress

► **Please always supply the following information with your data:**

• Journal title	→ ...
• Operating system	→ (Windows, Mac, Unix, ...)
• Word processing program	→ (Winword, Word for Mac, ...)
• Drawing program	→ (Freehand, Corel Draw, ...)
• Image processing program	→ (Photoshop, ...)
• Compression program	→ (zip, tar, gzip, compress, sit)
• Exchange format	→ (RTF, ...)
• Data name	→ (up to 8 characters + ext.)

The data name should be memorable (e.g., author name and/or title keyword), have no more than 8 characters, and include no accents or special symbols.

Use only the name extensions that the program assigns automatically.

► **In addition to the data, we need a printout, which for us is the definitive version of your work.**

► **Send only the final version of the work, as accepted by the editors.**



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# Technical Instructions

## Illustrations

### ► General

Send us the illustrations separately from the text, i.e., not integrated into it. Always send us printouts as well as data for illustrations. We regard the printouts as definitive.

### ► Halftone illustrations

Store color illustrations as RGB (8 bits per channel) in TIFF format.

Do not use color if an illustration is to be reproduced in black and white, as definition is lost in the conversion of colors into gray tones.

Suitable image processing programs: Photoshop, Picture Publisher, Photo Paint, Paint Shop Pro.

### ► Vector graphics

Vector graphics exported from a drawing program should be stored in EPS format. Fonts used in the graphics must be included (command: "Convert text objects [fonts] to path outlines").

Please do not draw with hairlines. The minimum line width is 0.2 mm (i.e., 0.567 pt) measured at the final scale. Suitable drawing programs: Freehand, Illustrator, Corel Draw, Designer.

### ► Spreadsheet graphics

Most presentation programs (Excel, Power Point, Freelance) produce data that cannot be processed since they do not support the export of EPS data.

Use patterns instead of colors to fill spreadsheet graphics, as monotone reproduction merges colors into gray tones.

### ► Scans

Original	Scan mode	Final resolution	Format
Color illustration (photo/transparency)	RGB (24 bits)	300 dpi	TIFF
Monotone illustration (photo/transparency)	Grayscale (8 bits)	300 dpi	TIFF
Black/white line drawing	Line	800–1200 dpi	EPS

Please check that your original, after scaling, has the resolution values in the table; only then will the print quality of the scan be sufficient. If in doubt, send us your originals.

## Text

### ► General

To organize the structure of your work, follow the instructions in your journal.

For some journals we prefer to receive data in T<sub>E</sub>X. We offer macro packages for a large number of journals. The instructions for authors of your journal will tell you more about them.

### ► Layout guidelines

Place any figure legends or tables at the end of the manuscript.

- Use the automatic page numbering function to number the pages.
- Do not use field functions except for equations.
- For indents or tables use tab stops or other commands, not the space bar.
- In Word for Windows, use the table function to make tables.
- If you do not use our document template, please supply your text without any specially defined layout or styling.

### ► Type styling

Use a normal, plain font (e.g., Times Roman) for text.

Other style options:

- For textual emphasis use *italic type* or – if necessary – underlining.
- For special purposes, such as for mathematical vectors, use **boldface type**.

### ► Data formats

Save your work in two versions:

1. in the standard format of your word processing program, and
2. in RTF (Rich Text Format) or if impossible in DCA/RFT (Document Containment Architecture/Reversible for Text) or ASCII (text-only code)