Instructions for the preparation of the  
manuscript in MS Word

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The abstract should summarize the contents of the paper. It should be clear, descriptive, self-explanatory and not longer than 200 words. It should also be suitable for publication in abstracting services. Please avoid using math formulas as much as possible.

This is a sample input file. Comparing it with the output it generates can show you how to produce a simple document of your own.

**Keywords:** sample, MS Word.

# Introduction

This document provides instructions for style, layout and information on installing the MS Word template available from our website.

# MS Word template

The MS Word template *Baltzer.dot* can be downloaded from http://www.e-publications.org/baltzer/support/. Place the file in any of the directories where MS Word looks for templates. These directories are defined within MS Word under *Tools/Options/File Locations*.

## Creating a new document with the word template

In order to create a new document, do the following:

* Within MS Word, choose *File/New*.
* Define the type area as indicated in Section 3.1.
* Select the template *Baltzer.dot* from the list of templates. Note that the dot extension may not be visible; this depends on the user’s preferences for displaying file extensions.
* Use the styles defined in the template as much as possible to format your text (see Table 1).

Table   
The styles defined in *Baltzer.dot*

|  |  |  |
| --- | --- | --- |
| Style name | Use for | Short Description |
| Abstract | The Abstract | Font: 9 pt, roman. Alignment: justify. Indent: left 8 mm, right 8 mm.  Space before Abstract: 27 pt. |
| Affiliation | The affiliation(s) of the author(s) | Font: 9 pt, italic. Alignment: centered. Space before: 10pt. |
| Author | The author(s) of your document | Font: 11 pt, roman. Alignment: centered. |
| CaptionLong | Captions and legends of illustrations of more than one line | Font: 9 pt, roman. Alignment: justify.  Space before 6 pt, space after 6 pt. |
| CaptionShort | Captions and legends of illustrations with more than one line | Font: 9 pt, roman. Alignment: centered. Space before 6 pt, space after 6 pt. |
| Equation | Equations | Align: centered. Space before 16 pt, space after 16 pt. |
| Footnote | Footnotes | Font: 9 pt, roman. Alignment: justify. |
| Heading 1 | The first level headings | Font: 11 pt, bold. Alignment: left. Space before 24 pt, space after 16 pt. Do not hyphenate. |
| Heading 2 | The second level headings | Font: 11 pt, italic. Alignment: left. Space before 16 pt, space after 16 pt. Do not hyphenate. |
| Heading 3 | The third level headings | Font: 11 pt, italic. Alignment: left. Space before 20 pt, space after 6 pt. Do not hyphenate. |
| Heading 4 | The fourth level headings | Font: 11 pt, italic. Alignment: left. Space before 10 pt. Do not hyphenate. |
| HeadingUnn1 | First level unnumbered heading. Use for the Acknowledgements, Appendix, References | Font: 11 pt, bold. Alignment: left. Space before 24 pt, space after 16 pt. Do not hyphenate. Unnumbered. |
| HeadingUnn2 | Secondary unnumbered heading | Font: 11 pt, italic. Alignment: left. Space before 16 pt, space after 16 pt. Do not hyphenate. Unnumbered. |

|  |  |  |
| --- | --- | --- |
| Style name | Use for | Short Description |
| Keywords | The keywords | Font: 9 pt, roman. Alignment: justify. Indent: left 8mm, right 8mm. Space before Keywords: 6 point. Use bold for the word “Keywords:”. |
| LISTbul | Unnumbered lists, with bullit | Font: 11 pt, roman. Indent: left 0.4 cm. Indent: hanging: 0.4 cm. |
| LISTdescription | Unnumbered list with description | Font: 11 pt, roman. Indent: hanging 0.8 cm |
| LISTnum | Numbered lists | Font: 11 pt, roman. Indent: left 0.4 cm. Indent: hanging: 0.4 cm. |
| Normal | Running text | Font: 11 pt, Times New Roman. Alignment: justify. Indent first line: 0.8 cm. |
| References | Bibliographic References, Citation-Sequence System | Font: 9 pt, roman. Alignment: justify. Indent: hanging 0.4 cm. |
| Table | The table text | Font: 9 pt, roman. Alignment: left |
| Title | The title of your document | Font: 16 pt, roman. Alignment: centered. Space before: 40 pt, space after 20 pt. |

## Re-formatting an existing document with the template

In order to apply the *Baltzer* template to an existing MS Word document, do the following:

* Open the document in MS Word.
* Define the type area as indicated in Section 3.1.
* Choose Tools/Templates and Add-ins and attach the *Baltzer* template to the document. Ensure that the box labelled Automatically Update Document Styles is set, as in Figure 1.
* Click OK.
* Choose Edit/SelectAll and apply the Normal style to all selected text (i.e., to the whole document).
* Save the document at this stage.
* Now work your way down through the document, applying styles to the text.

# Typographical style and layout

## Type area

Select A4 as the paper size in the document settings, not Letter Size. The type area is 13.5 cm wide and 19.5 cm long. This area must be used to the maximum, but not be exceeded. The following margin settings for *A4 size* paper will produce the correct result: top 5.45 cm; bottom: 4.7 cm; left and right: 3.75 cm.

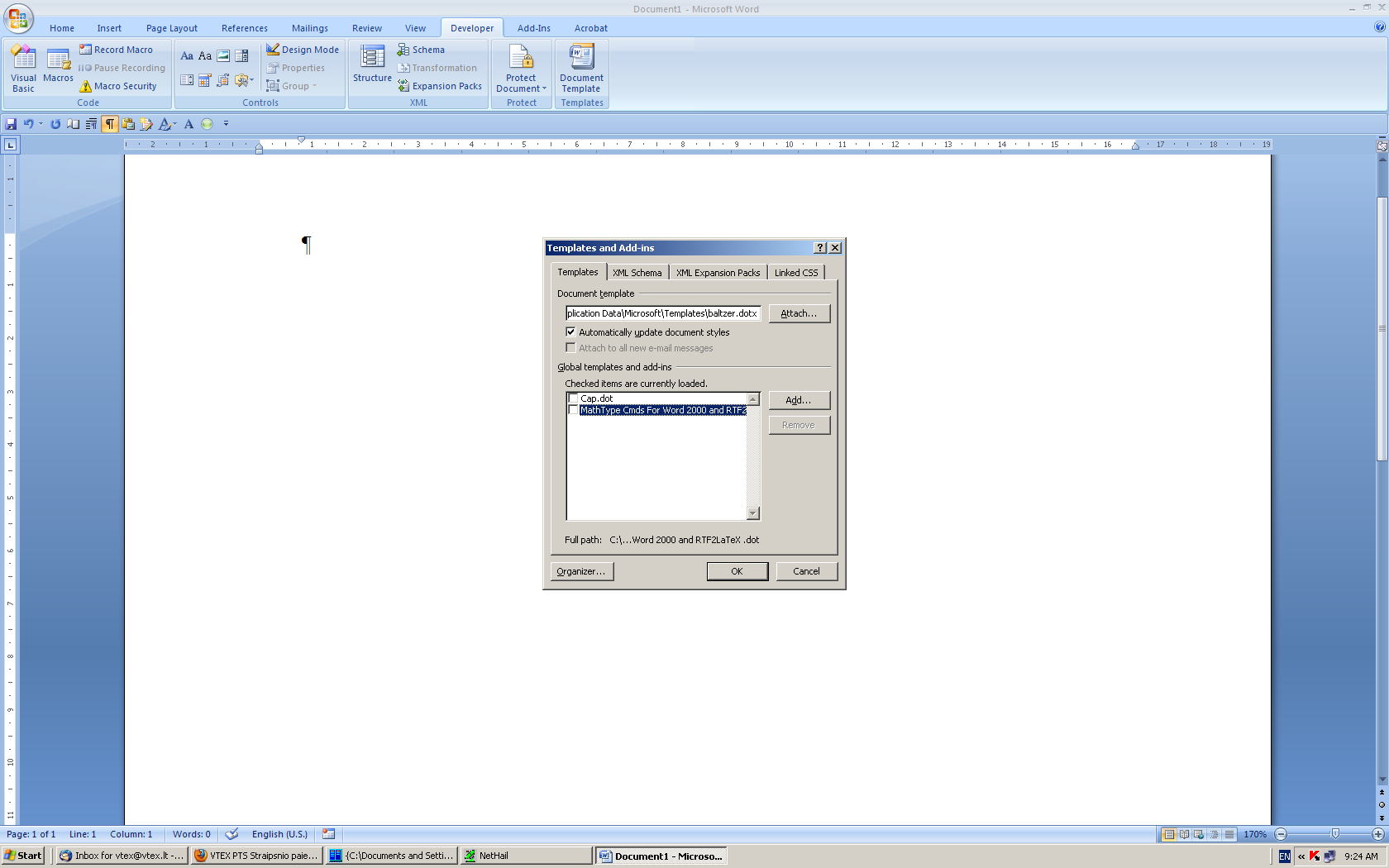


Figure 1.Setting for document template

## Font

The recommended type font for running ext (body text) is 11 point Times New Roman. If this font is not available, use the most similar font that you can get. For literal text, please use one of the sans-serif fonts, or Courier.

Use roman as default style, and keep bold and italics for section headings, sub-section headings, author’s affiliations, and special emphasis. Font sizes and styles are indicated in Table 1. In order to get the correct font size and spacing, use the template styles as much as possible to format your text.

## Title page

Apply the styles defined in Table 1 for the title, author’s name, affiliation(s) and abstract. We recommend you use superscripted alphabetic characters to identify the connections between multiple authors and their affiliations.

Use bold for the word “Keywords:”

## General layout

Use single line spacing throughout the document.

Keep the abstract, running text, references and long captions justified; the table text, section headings aligned left and center only the chapter title, author’s name and affiliation.

Indent the first line of each paragraph by 0.8 cm.

## (Sub-)Section headings

Apply the styles defined in Table 1 to the headings. Capitalize the first word in the headings.

## Footnotes

Please keep footnotes to a minimum. Footnotes should be numbered in arabic numerals.

## References

References should be submitted in the American Psychological Association (APA) style and cited in Author (Year) format. For guidance, see web site of the Association http://www.apastyle.org.

To produce the reference list at the end of the article, type the text and use a hard return at the end of each reference. When the references are complete, select them all, and apply the style References from the template. For manual editing choose *Format/Paragraph*, and from the *Indentation Special* menu select “Hanging”: 0.4 cm. Click OK.

# Illustrations

## General remarks on illustrations

The text should include references to all illustrations.

Refer to illustrations and tables in the text as Table 1, Table 2, Figure 1, Figure 2, etc., not with the section or chapter number included, e.g. Table 3.2, Figure 4.3, etc. Do not use words “below”, “above” referring to the tables, figures, etc.

Do not collect illustrations at the end of your article, but incorporate them in the text. Position tables and figures at the top or bottom of a page, with at least 2 lines extra space between tables or figures and the running text.

Illustrations should be centered on the page. Tables and figures should not have text wrapped alongside.

Place figure captions *below* the figure, table captions *above* the table.

The minimum *font size* for characters in tables is 8 points, and for lettering in other illustrations, 6 points.

## Quality of illustrations

Use only Type I fonts for the lettering in illustrations.

Do not use illustrations taken from the Internet. The resolution of images intended for viewing on a screen is not sufficient for the printed version.

If you are incorporating screen captures, keep in mind that the text may not be legible after reproduction.

# Equations

Position equations centered, preceded as well as followed by one blank line, or use the style defined in *Baltzer*.

Number equations consecutively, not section-wise. Place the numbers in parentheses at the right-hand margin, level with the last line of the equation. Refer to equations in the text as Eq. (1), Eqs. (3) and (5).

# Fine tuning

## Type area

Check once more that all the text and illustrations are inside the type area and that the type area is used to the maximum. You may of course end a page with one or more blank lines to avoid ‘widow’ headings, or at the end of a chapter.

## Page numbers and running headlines

Make sure the manuscript has no page numbers or running headlines. These elements will be added by the publisher.

# Submitting the manuscript

Submit the following to the journal editor:

1. MS Word document;
2. Identical high resolution PDF file with all fonts embedded. Use Adobe Acrobat Distiller and choose the job option *Press-Optimized*.)

Please make sure you do not submit more than one version of any item.

References

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