

Image area measures 4 1/4" × 7 1/4" and may be located anywhere on page.

← 4.25" →

Leave about 1 inch (6 picas) of space before chapter title.

Chapter title; 12-pt. Times New Roman bold

Sample Formatting for Chapters in APS Camera-Ready Books

Normal paragraph text; 10-pt. Times New Roman; indent new paragraphs 1 pica or 1/4" from left margin

Your camera-ready pages will not be edited or proofread by the APS Press staff; therefore, it is essential that the final copy be accurate and free of typographical errors. Because contributors have access to a variety of word processing software and equipment, please use this sample as a formatting model and replicate its appearance as best you can. You may wish to have an APS Press technical editor view preliminary sample pages; some variations are allowed, but there should be consistency among chapters. Print your pages with a laser printer. Except on the first page of each chapter, where a numeral does not appear, the page number should be centered about 1/2 inch below the 4-1/4" × 7-1/4" image area (see next page).

First-level heading; Times New Roman 10-pt. bold; allow 2 spaces above, 1 below

General Specifications

Second-level heading; 10-pt. Times New Roman small caps; 1 space above, 1 below

PAPER

Use smooth, white, nonrag, standard-size (preferably 8-1/2 × 11-inch or 216 × 279-mm) paper free of blemishes. Good-quality xerography paper is acceptable. Do not use line-numbered, watermarked, or colored paper for the final laser printing.

PAGE SIZE

Third-level (run-in) heading; Times New Roman italic

Image area. The image area (without margins) measures 4-1/4 × 7-1/4 inches. Type must fill this area as nearly as possible but must not extend beyond it. The image area can be located anywhere on a standard sheet of 8-1/2 × 11-inch typing paper or computer paper; it does not have to be centered.

Right margins. Chapters should be typed with a ragged right margin.

Pagination. Do not begin a new page until the previous page is full, except to avoid placing a heading or subheading at the end of a page without at least two lines of text following it. (The following heading was moved to the next page so it would not stand alone.)

↑
7.25"
↓

Second page starts at top of image area

TYPE STYLE AND SIZE

The preferred font is 10-point Times New Roman, in which these instructions appear. If this font is not available, select and use the closest match.

SPACING

The text should be single-spaced. New paragraphs should be indented 1 pica or 1/4 inch from the left-hand margin, with no extra space between paragraphs.

Spacing around headings, equations, tables, and figures should follow as specified in these sample pages.

HYPHENATION

If you choose to hyphenate, use a dictionary or word division guide to check all word breaks at the ends of lines. Hyphenate as little as possible and not more than two lines in a row.

EQUATIONS

Center equations on the page. Leave a blank line above and below. Equations that are referred to later in the text may be numbered consecutively with arabic numerals in parentheses at the right-hand margin. Symbols that cannot be generated from word processing software should be written in neatly with black ink or produced from dry-transfer (press-on) lettering.

TABLES

Tables should appear in the text close to where they are first mentioned, and they should be positioned either at the *top* or at the *bottom* of the page. Leave two blank lines between a table and the text. If a table is more than 4-1/4 inches wide, position it lengthwise and centered on the page (landscape orientation) by itself. Tables may not exceed the 7-1/4 inches width; either use a smaller type size to fit, or type it separately, reduce it photographically to the appropriate size, and affix it neatly to the page. It may be easiest to format tables separately and affix them to the page.

FIGURES

Illustrations (photographs, drawings, graphs) must be submitted at the exact size at which they will appear in the finished book. Submit only glossy black and white photographs and non-glossy line art (no photocopies).

Center page number at bottom, about 1/2 inch below image area (whether text ends there or not). Use smaller pt. size in same font as text. No page numbers appear on blank pages or first pages of chapters, but they are counted in the sequence. (Number pages in preface, contents, etc. separately in lowercase Roman numerals.)

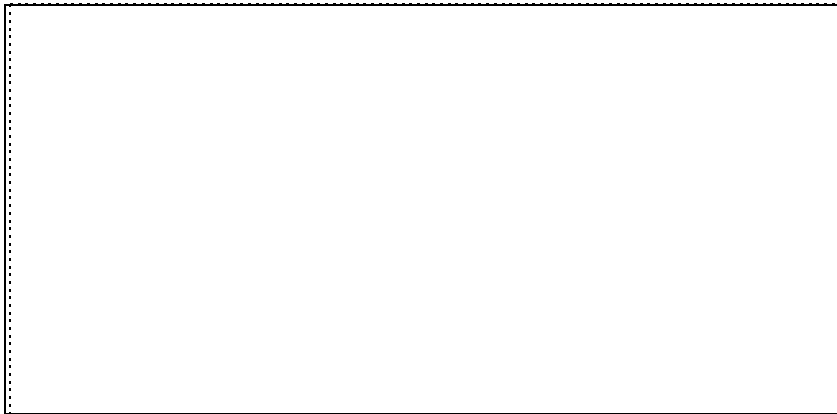


Fig. 1. The figure caption should be placed one line below the figure.

Position illustrations where they should appear in the text, close to where they are first mentioned, and either at the *top* or at the *bottom* of the page

The figure captions should be typed beneath the figures, beginning at the left margin. Leave one blank line between a figure and its caption and two blank lines between the figure and the text.

See the example above for spacing around figures. Leave two spaces between a figure and the text, but only one between the figure and its caption.

Figures should be affixed to the page in the exact position desired with a fixative such as a glue stick, spray adhesive, or rubber cement. Attach figures neatly. Be sure all edges adhere to the paper. Please provide one additional, loose copy of the figure exactly the same size as that fixed to the manuscript.

If labeling is required, use dry-transfer (press-on) lettering neatly. Pages with figures can be protected by attaching a lightweight cover sheet over them with a tape hinge at the top.

PAGE NUMBERS

Center page number at bottom, about ½ inch below image area (whether text ends there or not). Use a smaller point size in the same font as the text. No page numbers appear on blank pages or first pages of chapters, but they are counted in the sequence. (Number pages in preface, contents, etc. separately in lowercase Roman numerals.)

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