

Center title
above columns

Sample Formatting for Chapters in APS Camera-Ready Books

Author's Name Here

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 $\frac{1}{2}$ inch below the $7 \times 9\frac{1}{2}$ " image area.

General Specifications

Paper

Use smooth, white, nonrag, standard-size (preferably $8\frac{1}{2} \times 11$ -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

Image area. The image area (without margins) measures $7 \times 9\frac{1}{2}$ inches, as shown on this page. Type must fill this area as nearly as possible but must not extend beyond it. For text, use a two-column format, each column measuring $3\frac{1}{4}$ ".

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

Pagination. Do not begin a new page or column until the previous page is full, except to avoid placing a heading or subheading at the end of a page

or column without at least two lines of text following it. (The "Tables" heading on the next page was repositioned in this way.)

Type Style and Size

The preferred font is 10- or 11-point Times New Roman (these instructions appear in 11-point type). If this font is not available, select and use the closest match. However, remember that font size can affect the overall book length..

Spacing

The text should be single-spaced. New paragraphs should be indented 1 pica or $\frac{1}{4}$ 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 7 inches wide, position it lengthwise and centered on the page (landscape orientation) by itself. Tables may not exceed the 9 ½-inch width. For an oversized table, 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). 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 (Fig. 1).

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 following example 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)

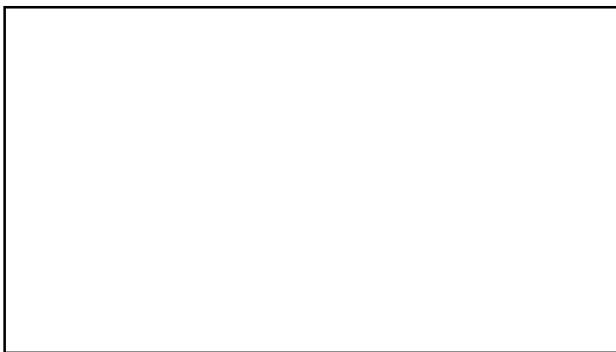


Fig. 1. The figure caption should be placed one line below the figure, using a font one size smaller than the text.

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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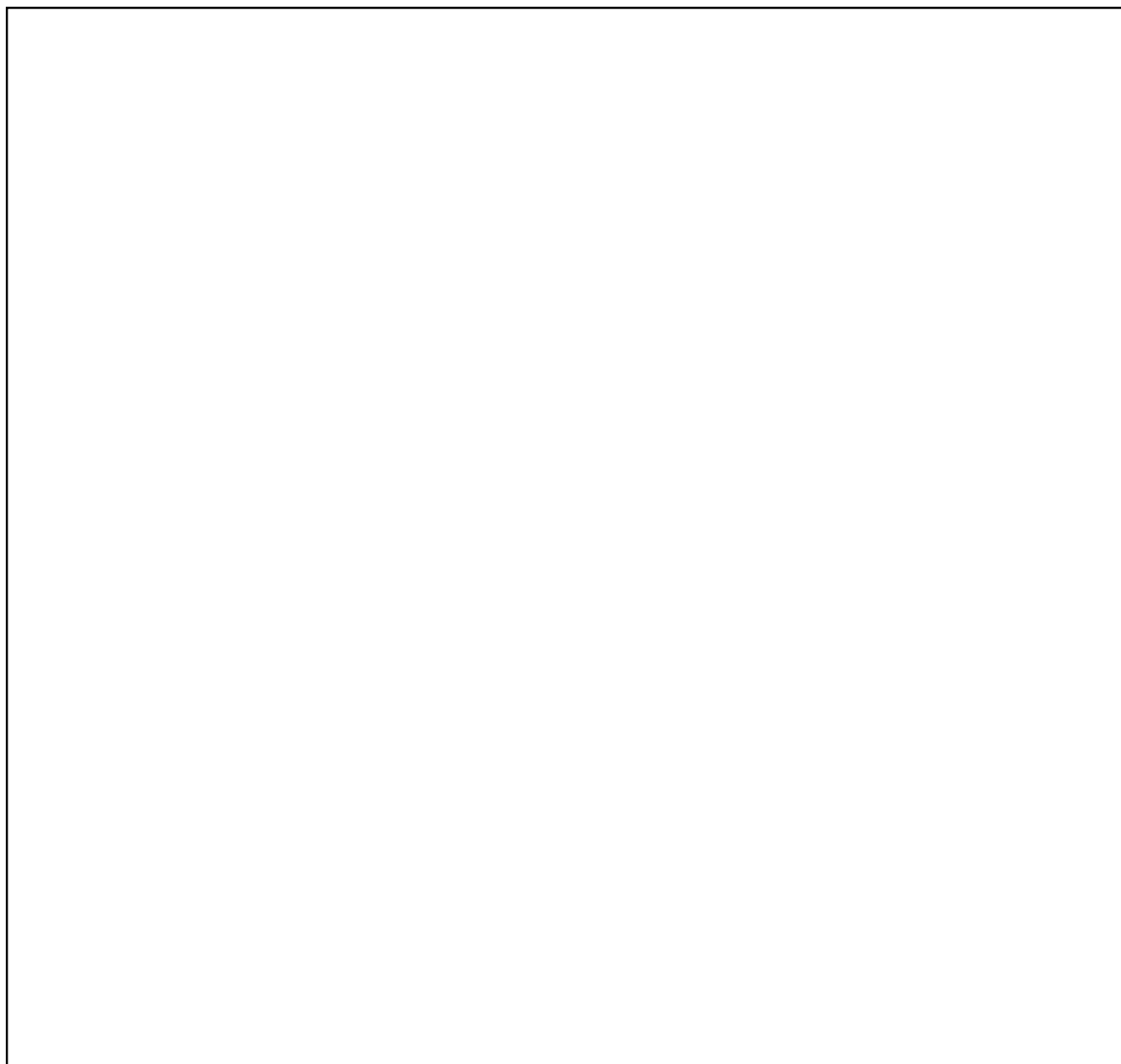


Fig. 2. If your table or illustration is too wide for a one-column format, it may span all or part of the entire 9½" width of the page. If it is less than 9½" wide, be sure to center it above the caption.