

Guide for Authors

Dear author,
Dear editor,

Welcome to Wiley-VCH! It is our intention to support you during the preparation of your manuscript, so that the complete manuscript can be published in an efficient manner. The following paragraphs contain extensive guidelines, which, in addition to detailed lay-out instructions, will also provide you with background information on the different steps that are involved in producing a book. We thus hope that, apart from arousing your interest in the production process as a whole, we can also create an understanding for the requirements we place on the submitted manuscript.

1

General

1.1

Components of a book

Front matter/prelims

This includes the introductory text that precedes the main text.

The prelims consist of:

Essential:

- the title pages I–IV, which are prepared by Wiley-VCH,
- your complete address,
- the Table of Contents,
- a preface (written by the author or editor) to explain the ideas behind the work, how the book came about, etc.,
- a list of authors, which can be produced by the Wiley-VCH if the editor and the authors of individual chapters provide addresses for publication.

Optional:

- dedication,
- foreword (written by a person external to the book project and not by the authors or editors),
- acknowledgments (if not already included in the preface),
- list of symbols and abbreviations (conforming to IUPAC guidelines and the SI system).

Roman, not Arabic, numbers are used for these pages. The information on these pages is used for promotional and cataloging purposes.

Content

The content of the work is divided into chapters, which are divided into sections. Chapters with related content may be combined into parts. In addition, keywords (up to six per chapter/monograph) are required for the online version of your book.

Back matter

This includes:

- references (which may be subdivided into cited sources and sources for further reading, see Section 2.9 and Appendix 4), in cases where references are not listed separately for each chapter,
- appendices, glossaries, or solutions to problems in the book,
- in addition, (almost) every book contains an index (see Section 2.11 and Appendix 5).

Should you have questions, please speak to your contact person.

1.2

How a book is produced

The submission of your manuscript initiates the following steps in the production process:

The **editorial office** verifies that the submitted manuscript corresponds to the agreed content and length, and is complete.

Copy-editing: The copy-editor checks and edits the complete manuscript for internal consistency, language usage, and if necessary content. Any queries the copy-editor may have about the content or style will be incorporated as annotations in typeset text, should they not already have been answered after direct contact between copy-editor and author during the copy-editing process.

The individual parts of the book are prepared for the next production steps and unified according to the layout guidelines. This applies to both the print product and the electronic product.

Graphics: The size and style of graphics are adjusted according to layout guidelines defined by Wiley-VCH.

Typesetting: The typesetter converts the data into the format used by the typesetting company's systems. The standard layout used by Wiley-VCH has been specified with great care and precision, taking into account studies on legibility. The typesetting systems are not word processing programs, but highly developed industrial systems with a high level of automation. Text and graphics (illustrations, schemes, tables) are combined to produce the proofs.

Proofreading: You will receive the proofs, in general as a portable document format (PDF) file, in order to correct typesetting errors and to verify that the proofs are complete. Normally you have 14 days for proofreading. Please refrain from adding or omitting substantial amounts of text, which may considerably alter the page proofs. Changes to the layout can only be carried out in exceptional circumstances. Please ensure that all queries to the author, which are either embedded between blockades (black squares in the text) or are numbered in the page margin (for example Q1), are answered. Your corrections will be checked by the editorial office, and subsequently be carried out by the typesetter.

In case the index entries have not been electronically marked in the manuscript, an index will have to be created manually by the author/editor or be produced by the publisher.

Printing and binding are then carried out by specialist companies before the finished books are delivered to our central **warehouse**. Your book is then available worldwide from every bookstore and via the internet.

2

The manuscript

In the next sections all components and elements of a manuscript are extensively explained, and important tips are provided. We kindly ask you to take this information into account.

In the book “Schreiben und Publizieren in den Naturwissenschaften” by H. F. Ebel, C. Bliefert, and W. Greulich, Wiley-VCH, Weinheim, Germany, 2006 you will find, complementary to these guidelines, comprehensive instructions on writing books and other scientific publications.

The electronic manuscript

Your book will not only appear in print, but also electronically. To this end, XML coding will be carried out during the typesetting process. This makes a consistent and uniform structure of the manuscript a stringent requirement.

2.1

Spelling

Please consult the latest edition of Duden “Die Deutsche Rechtschreibung” for spelling in German publications, the “Oxford English Dictionary” and “Oxford Manual of Style” for spelling and style, respectively, in British-English publications, and the “Merriam-Webster Collegiate Dictionary” and “Chicago Manual of Style” for spelling and style, respectively, in American-English publications.

2.2

Text preparation and exceptions

- Running text should be continuous. Please do not make use of manual line breaks which can be made by pressing the ↵ or ⌘ + ↵ keys. The typesetter will take care of the professional layout and formatting of your text.
- Distinguish separate sections, and sections from headers, by a single blank line.
- We prefer italics formatting to emphasize text (sparsely).
- Greek letters, mathematical symbols, and other special characters should be inserted via the “Insert” function of your word processor.
- Use as few footnotes as possible and please formulate them as brief as possible. Incorporate longer passages into the main text.
- Make use of automatic page numbering.
- Never insert spaces or make use of carriage returns twice or more in a row (e.g. to indicate a new section or separate columns in a table).
- Scientific abbreviations: please always define an abbreviation where it appears in the text for the first time (e.g. “GC (gas chromatography)”).
- Units: Please use only SI units (International System of Units). A protected space should be inserted between a number and its unit (in Word this can be achieved by using the CTRL + ⌘ + SPACE key combination).
- Please write out numbers (up to twelve), except when they are used with a unit of measure. For example two experiments, five cases, 13 grants, 2 mg, 5 m, 9%, 1.50 Euro.
- Please use italic formatting in principle only for mathematical variables, genus and species names, and chemical prefixes. In the text: *in vivo*, *in situ*, *et al.* Use of italic formatting in the text should be careful and sparse (see also “emphasis”).
- A cross-reference in the text should always refer to a chapter and section, not a page number (e.g. “see Chapter 5”, or “see Section 2.4”). Page numbers may change during the draft and/or correction phase and are then no longer correct.

2.3

Headings

Different levels in heading hierarchies should be indicated via a decimal classification system. In addition to the chapter number four (maximum: five) more levels are allowed for subdividing text in our formatting layout. Usually we number the first four levels (incl. chapter number) in our print version (e.g. Chapter 4, Section 4.1, Section 4.1.1, Section 4.1.1.1 plus one unnumbered level). Further subdivisions can not be included. Headings need not be formatted, it suffices when they can be recognized as such by their numbering.

2.4

Units, abbreviations, and symbols

- Units: Please use only SI units.
- Abbreviations: Make consistent use of standard abbreviations throughout the text (refer to your dictionary or style guide). Scientific abbreviations should in principle be defined where they appear in the text for the first time (see Section 2.2).
- Symbols: In particular mathematical symbols should be unambiguously recognizable. Distinguish “one” from “lowercase l”, “capital O” from “zero”, “x” from “ χ ” (the Greek chi), “italic v” from “v” (the lowercase Greek nu), “n” from “ η ” (the lowercase Greek eta), “italic a” from “ α ” (the lowercase Greek alpha), “italic w” from “ ω ” (the lowercase Greek omega), etc.

2.5

Lists

- Hierarchical lists are numbered sequentially: 1., 2., 3., etc.
Exception mathematics: here hierarchical lists: a), b), c).
- Non-hierarchical lists are indicated by bullets (•).
- Further sublevels are indicated by what is known as an “em” dash (–).

2.6

Equations

- Mathematical equations should be placed on separate lines. In order to clearly distinguish them from the main text, one blank line should be inserted above and below the equation.
- The equations are to be numbered per chapter and in order of appearance, and the number should be placed in round brackets, for example (1.5). The numbers should be placed next to the equation, justified to the right side of the page.
- The equations should preferably be referred to in the text, using the same notation with round brackets.
- Symbols in formulae and sub- and superscripts must be clearly recognizable as such.
- Equations must be prepared using commonly available software (MathType or Equation Editor 3.0) if LaTeX is not used.

2.7

Tables

- Tables should be numbered per chapter and in order of appearance (e.g. Table 2.1, 2.2, etc.) and have a title.
- Small tables can be placed in the running text, separated by a blank line above and below the table.
- Tables must be referred to in the text.
- Very large tables must be stored separately from the text. Insert a “placeholder” where you want the table to appear (e.g. <<Table 4.5>>).
- Table titles always consist of the term “Table”, its number, and a brief description.
- Footnotes that appear in tables should be formatted as superscripted small capital letters, enclosed in square brackets. The footnote text is placed under the table.

2.8

Graphics (line art figures, halftone figures, schemes, formulae)

- Graphics and schemes should be numbered per chapter and in order of appearance (e.g. Figure 2.1, 2.2, Scheme 2.1, 2.2).
- Figures should have a caption, which is placed underneath them, and must be referred to in the text.
- A number is sufficient for schemes and structure formulae (e.g. Scheme 1.3).
- The figure captions should be placed at the end of each chapter when submitting your manuscript.
- File names for graphics data must contain numbers (chapter, number, e.g. 4_13).
- The graphics should be prepared in a consistent style, using the same font type and lettering size and if possible the same scaling (see also Appendix 3).
- In structural formulae, the lettering size, bond lengths, and line thicknesses must remain consistent throughout.
- Structural formulae are numbered in order of appearance, and are also indicated by bold numbers in the text.
- Important tips and examples concerning the quality of graphics and structures can be found in Appendix 5.

2.9

Citations (references) in the text

References are literature sources cited in the text.

The 1–n numbering system should be used, according to the order in which sources appear in the text. Example: “... was used in the organic synthesis [1]”. When citing multiple sources please use: [1, 2] or [1–5]. All citations that appear

in tables, captions, or footnotes should be numbered according to the order in which these occur in the text.

At the end of the text all cited works should be listed in a separate section entitled “References”. Their numbers, which are enclosed in square brackets in the text, should not be enclosed in square brackets in the References section. References should be formatted according to Wiley-VCH guidelines (see Appendix 4 for details).

It is commonplace for manuscripts prepared by one single author to have the citations numbered sequentially throughout the whole manuscript, in which case the reference list appears after the last chapter.

Further reading: In this section literature can be presented that is not explicitly mentioned in the text, but does contain information that is relevant to the topic and may guide the reader.

Bibliography: Mixed listings (references and further reading) are also possible, provided that each is clearly distinguishable, for example a list of “References” and a list of “Further reading”.

Personal communications should not be placed in the references; such information must be integrated into the text.

2.10

Appendices

Appendices may be used to carry information that complements your book: extensive lists of tables or symbols, glossaries, or other material. Multiple appendices should be discriminated by using “Appendix A”, “Appendix B”, etc.

2.11

Indexes

An index is more than an alphabetical list of keywords with page numbers. It enables the reader direct access to relevant topics that are covered in the book.

An early choice of keywords for the index and electronic marking of these in the manuscript itself is useful, and for example in Word possible by making use of the “Index” function. At a later stage, keywords that are manually marked by the author in the finished proofs can be indexed or anchored in the typeset text. However, the subsequently generated index must always be checked by the author or editor.

Detailed instructions on generating indices can be found in Appendix 5.