

Notes for book authors

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Welcome as an author with the publisher Verlag Ernst & Sohn. The following notes will assist you in preparing your manuscript content and structure for publication. This makes it possible to keep the amount of work in the correction phase small, also for you, meet the intended publication date and plan marketing actions. The layout template gives you an impression how the book will look.

To start with The layout is carried out by the publisher. Therefore, please avoid design elements, formatting and decoration. Take care to maintain consistent and unambiguous structuring of the manuscript. Please discuss specialist subjects, the structure of the book etc. with your editor. The current Duden recommendations apply. Produce your manuscript with Microsoft WORD 2010 or newer and save your manuscript in DOCX format.

1. Documents to be handed in

Send us your manuscript complete in text and pictures (including foreword, dedication) and in the final version. Changes and additions (text replacement, picture replacement) after handing in the manuscript are no longer possible.

Please discuss citing and reproduction of standards and excerpts from standards with your editor.

Send your manuscript by email or usual services, like for example wetransfer, Dropbox or FTP server.

Please send in picture and graphic files and text file separately.

The material you hand in should include:

- A WORD file with author name and address of all authors (for the imprint)
- One WORD file for each chapter including editable tables with their captions, picture captions, formulas, the references belonging to the chapter and abstracts and keywords
- If appropriate additional Word files with foreword, preface, acknowledgement, dedication etc.
- Pictures separately as JPG, TIFF, PDF or EPS files.
- A PDF file of the manuscript as reference.

2. Manuscript template

We expressly recommend our manuscript template. It shows the formats for the structuring of the text, but does not however correspond to the typeset book. You can find the WORD template under:

<https://www.ernst-und-sohn.de/hinweise-buch-und-kalenderautoren-0> -

[After prior discussion with the publisher, a La-Tex template can be used.](#)

3. Abstracts und Keywords

For each chapter, we need an abstract of max. 100 characters incl. spaces and up to five keywords. Neither of these appear in the printed book but serve to describe the chapter online.

4. Text manuscript – Structure, numbering of picture, tables, equations

Make sure of a clear and consistent structuring of the book. Create heading in WORD like this:

1 Chapter title
1.1 First heading level
1.1.1 Second heading level
1.1.1.1 Third heading level
1.1.1.1.1 Fourth heading level
Fifth level unnumbered and bold
Sixth level unnumbered and italic

The **fifth** and *sixth* heading levels can be used at any time and don't have to follow the fourth level. The *sixth* level should however follow the **fifth**.

Number all pictures, tables and equations in each chapter (e.g. Fig. 1.2; Fig. 1.3, Fig. 1.4). Make sure of unambiguous structure for multi-level numbering or example calculations with many steps.

If pictures have to be on a particular page, mark them correspondingly.

Place picture captions at the location in the text, where the picture should be placed. Do not repeat the caption in the picture. Please do not paste the picture itself, but save it separately with picture number as file name (e.g. Fig. 1.2).

Abbreviate references to equations, e.g. Equ. (3.5, 3.6), Equ. (3.5 – 3.7). Not all equations have to be numbered.

In cross references in the text, always state section number/equation number/picture number/table number.

Mark paragraphs with return.

Do not undertake any hyphenation or manual separation (line break).

Do not use any tab or spaces to move or align text.

In order to provide emphasis, please use *italic* or **bold** sparingly. No underlining, no all-capitals and no small capitals.

Please use footnotes as little as possible; footnotes are **not** suitable for references.

5. Formulas and special characters

Formulas should preferably be created in MathType or the WORD formula editor, except for formula characters and individual formulas in the flow of text. **Never** save formulas as graphic files.

Insert special characters, e.g. physical, mathematical and chemical formulas and symbols in the scientifically correct form using the insert function of WORD.

Pay attention to exact correspondence of formula characters in text and pictures (e.g. φ vs. ϕ).

Mark indices and exponents with clear subscript and superscript placing.

6. Tables

Always create tables in an editable format e.g. Excel (never saved as a picture) and place them in the text with the table caption.

Number tables in each chapter according to their order in the text. Each table needs a table caption, e.g.: "Table 3.2 Cross section values".

Tables must be mentioned in the text with their number. The setting departments place the table as near the first mention as possible at the top or bottom of the page. In electronic versions of the book, clicking in the text mention opens the table directly.

Small tables, which are placed directly in the flowing text, can remain unnumbered as long as no further mention of them is made later in the text.

Take care of unambiguous assignment of table contents in rows and columns, but do not use the tab function inside tables. Please insert a new table row if additional sections are needed.

Tables may not contain any vertical text because this cannot be represented in electronic versions.

Pictures in tables must be placed in their own cell. Please deliver such picture files separately and name the file as follows: "Tab. 5.1-Fig. 1" (consecutively according to the order of pictures). In the WORD manuscript, insert the pictures into the table.

Please include any information about the table (copyright owner or [reference source]) at the end of the table caption. Examples: "Tab. 2.3 Table caption (source: xyz)" or "Tab. 2.3 Table caption [1]".

7. Pictures

Each picture must be mentioned once in the text, if appropriate also parts of pictures. Insert the picture number with the picture caption at the appropriate position in the text. The setting department places the picture as well as possible at the top or bottom of the page near the first mention of the picture in the text. In electronic versions of the book, clicking the mention of a picture opens the picture directly. Example of a picture caption: "**Fig. 1.2** Bridge cross section". The separately delivered picture files must be named with the appropriate picture number to identify them (e.g.: Fig. 1.2. jpg).

Include picture information (copyright owner or [reference source]) at the end of the picture caption. Examples: "Fig. 2.3 Picture caption (source: xyz)" or "Fig. 2.3 Picture caption (source: [1])".

Label parts of a picture with a), b) etc. ("left", "right", "top" etc. cannot be unambiguously identified in electronic versions). Example: "Fig. 1.2 Snowscape: a) with toboggan; b) without toboggan"

Include related explanations such as legends in the picture caption.

Take care of consistent size of text in pictures in relation to picture size. The ideal size of text in pictures is 2 mm for numbers or capitals.

Please deliver picture files in a program-independent format like JPG, TIF, PDF or EPS.

With TIF and JPG files, ensure a minimum resolution:

Half-tone pictures (photos): 300 dpi

Combination of half-tone and line (text): 600 dpi

Graphics composed of only lines: 1200 dpi

Diagrams/line graphics, which are based on a table: please provide a source file (Excel) as well in this case.

With EPS und PDF files, please embed the fonts used.

Our standard font for text in pictures is the open font **Stix-Two**, which can be downloaded from <https://www.stixfonts.org/>.

The finest lines must be at least 0.15 mm wide; hairlines are not visible in print. Please use various line widths, for example in diagrams as follows: Coordinate system 0.25 mm, grid 0.15 mm.

Since the books are normally printed in black and white, please only use neutral grey scales from 10 % – 85 % as graphic elements. Avoid point grids if possible and only use graphic elements such as line grids and grey areas when the content requires it. Make sure that lines can be differentiated in black and white print, for example use different lines (e.g. dotted, dashed, continuous) instead of coloured lines or marking. Explanations of the line types (legends) belong in the picture caption (see above).

8. References and further reading

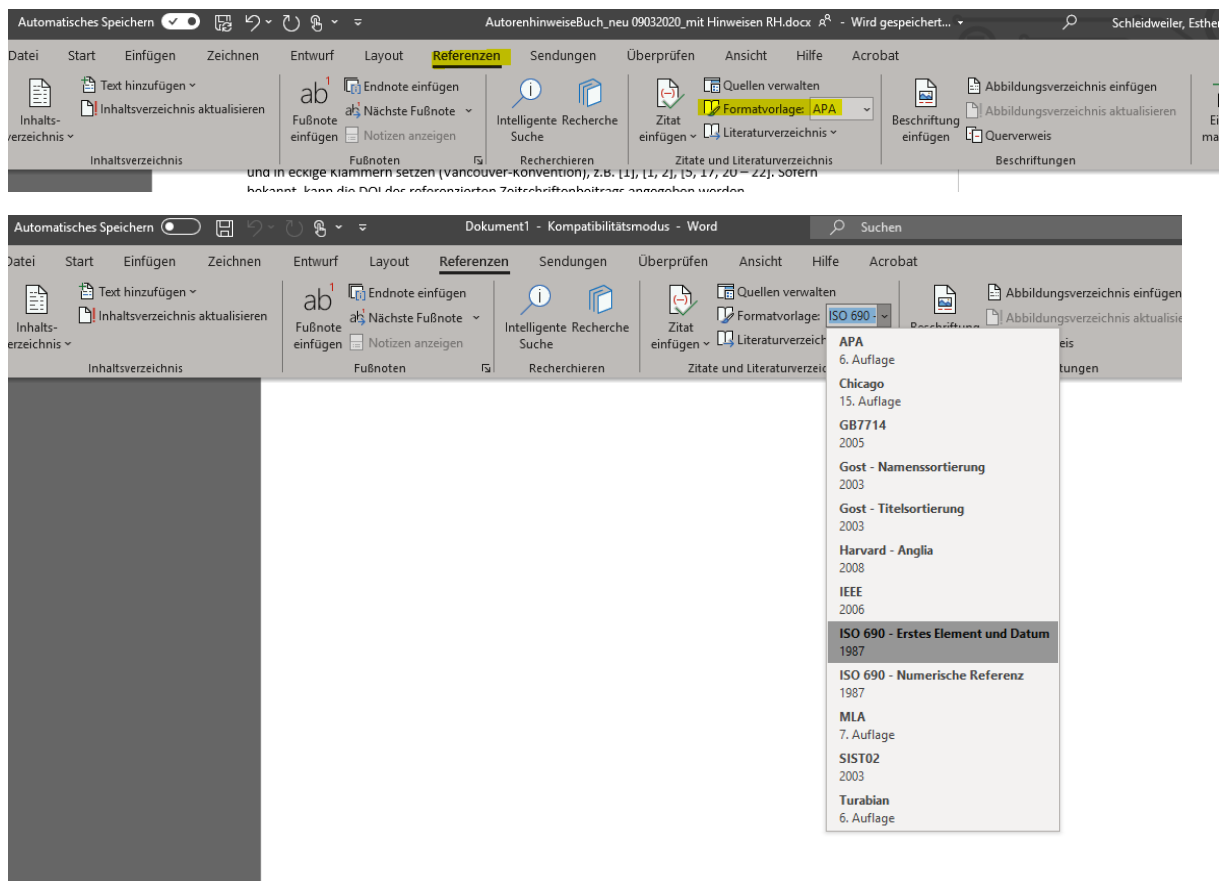
Number references in the text consecutively in the order of their mention in the text enclosed by square brackets (Vancouver convention), e.g. [1], [1, 2], [5, 17, 20 – 22]. If known, the DOI of the referenced journal article can be given.

List the references, which are mentioned in each chapter, at the end of the chapter.

References, which are not mentioned in the text, are listed as "References" or "Further reading" at the end of the chapter.

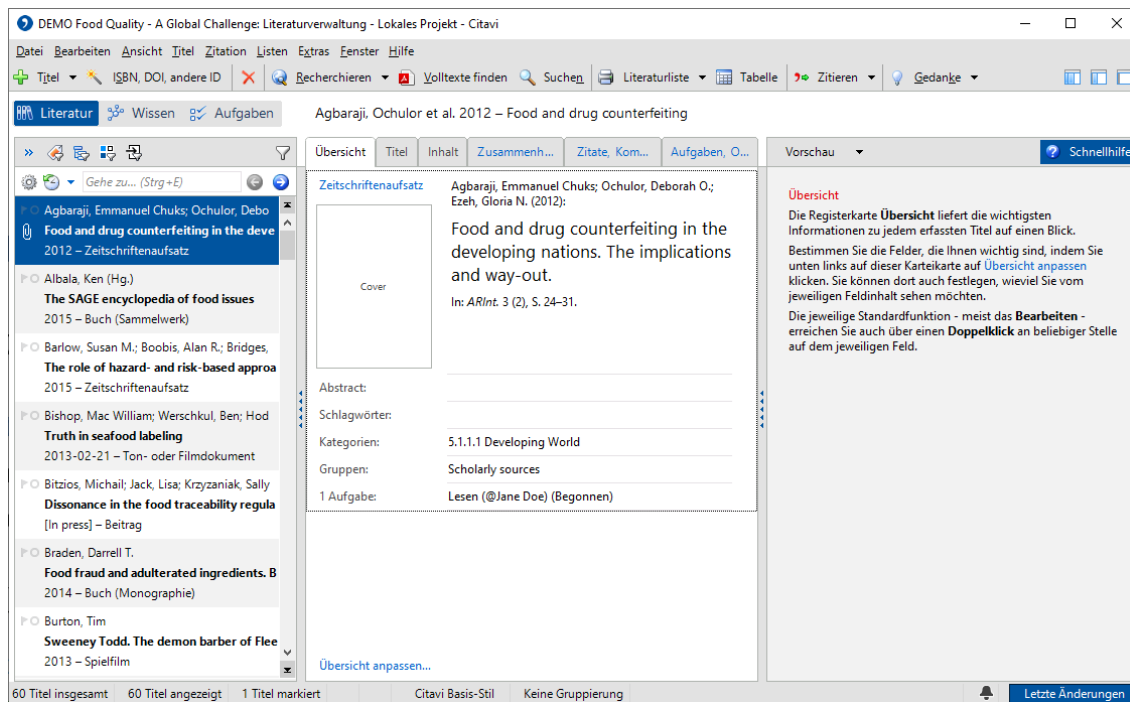
References are structured based on the standard DIN ISO 690:2013-10. This can be configured in Word:

Tab "References" → Style → choose ISO 690 (first element and date) from the drop-down menu



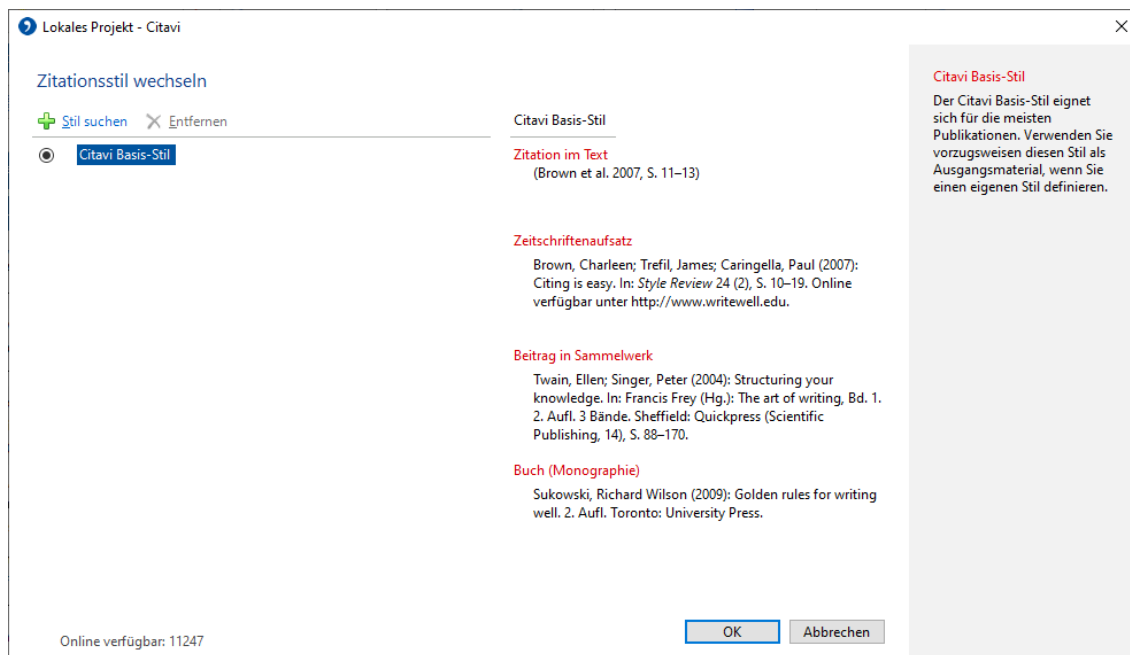
Create references in E&S style with Citavi

The reference administration tool *Citavi* (<https://www.citavi.com/de>) has since August 2020 enabled fully automated output of reference lists in the citing style of Ernst & Sohn in *Microsoft Word*.

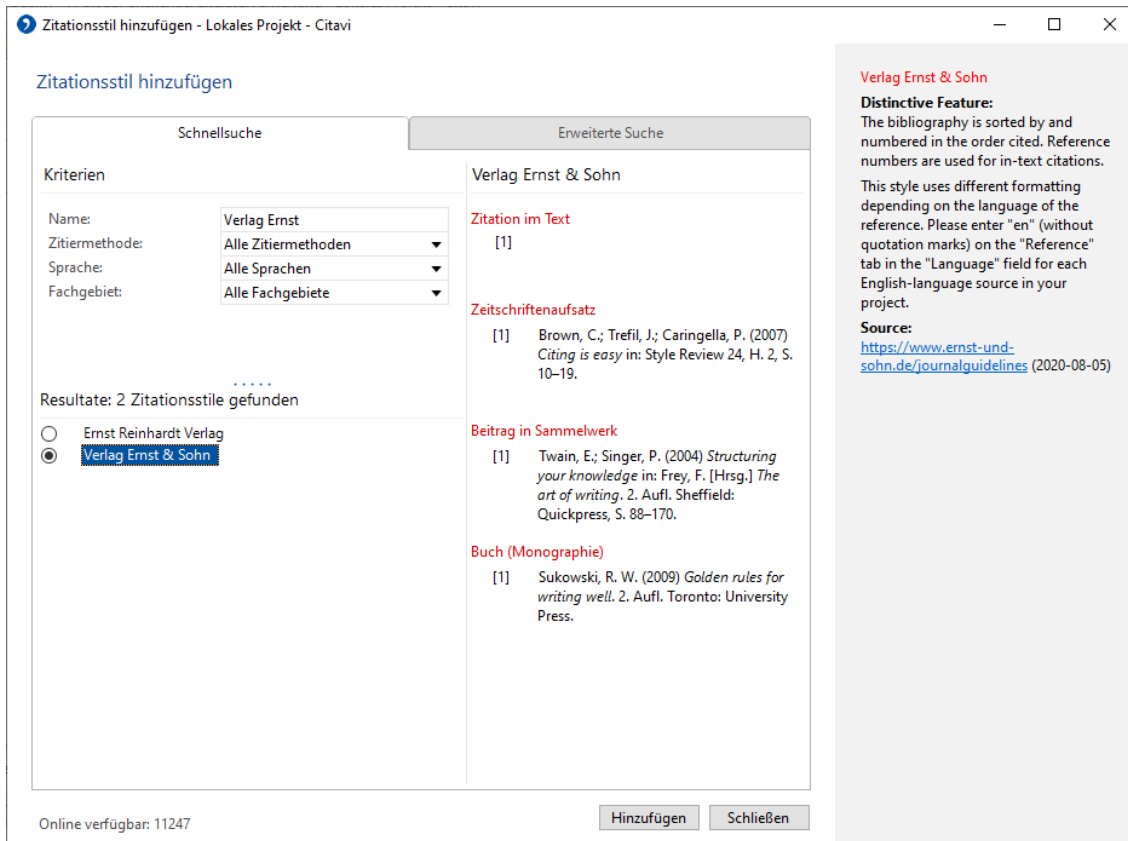


Configuration of a citing style in Citavi (application)

In order to use the style, click (in Citavi) on the menu "Citation" > "Citation style" > "Change citation style". Click on "Search for style".

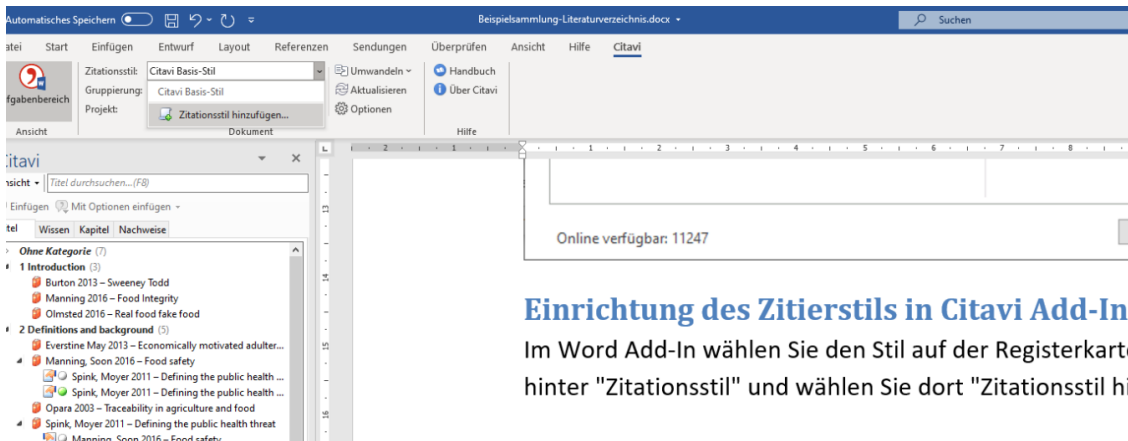


In the field "Name", enter: "Verlag Ernst & Sohn". Activate the option box in front of the style name and click on "Add".



Configuration of the citing style in the Citavi add-in for Microsoft Word

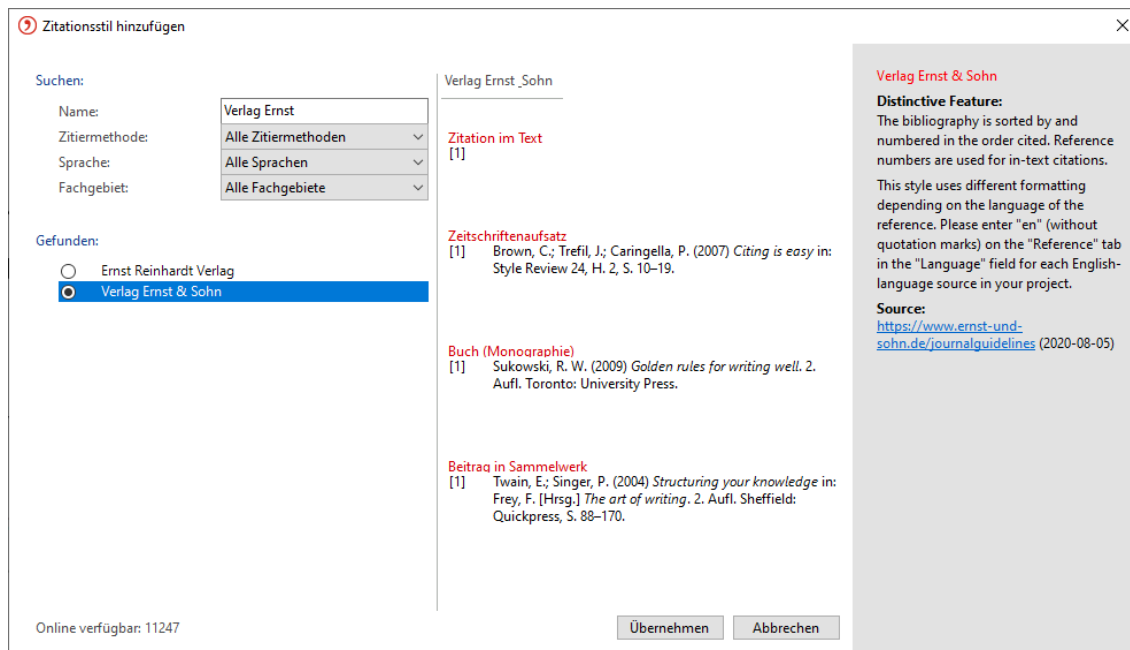
In the Word add-in, choose the style from the tab "Citavi" and choose your desired reference project in the task area. Then click in the menu on the selection arrow behind "Citation style" and then choose "Add citation style".



Einrichtung des Zitierstils in Citavi Add-In

Im Word Add-In wählen Sie den Stil auf der Registerkarte hinter "Zitationstil" und wählen Sie dort "Zitationstil hinzufügen".

In the field, enter "Verlag Ernst & Sohn" in the field "Name", activate the option box in front of the style name and click on "Apply".



The collection of examples for reference lists is linked.

9. Keyword index

Anchor your entries for the keyword index directly into the Word files of the final manuscript.

Instructions can be found under https://www.ernst-und-sohn.de/sites/default/files/registerbegriffe_im_manuskript_3stufig.pdf

Please contact your project manager, if

- you cannot undertake the anchoring of the keywords yourself,
- no keyword index is required for the book,
- other indexes are required (e.g. picture index, people or place indexes).

10. Production sequence and proof correction

1. After you have handed in your final manuscript complete with text and pictures, this is technically and structurally checked.
2. If there are any questions or uncertainties, you will be contacted by your project manager before your manuscript is prepared for standardised XML production, copy edited (content and technical processing) and typeset according to our standard layout.
3. The setting department will then send you a rough schedule and a preliminary date, when your proofs will be available for correction and approval.
4. You will be sent the page layout as a PDF file for correction of setting errors and for completeness. Questions, which arose from type setting, are stated in the PDF.
5. In your author's corrections, please avoid extensive text addition or removal, which could considerably alter the page layout.

6. Please only undertake changes of picture or table positions when absolutely necessary with regard to the content. The position at the top or bottom of a page is decided in the layout department.

7. Enter your corrections unambiguously in the PDF using the correction function of the Adobe Acrobat Reader DC or (if available) – not as comments or post-its. You can find clear and extensive instructions for this under <https://schumacher-visuell.de/blog/pdf-korrektur-adobe-reader/>.