

FORMAL PREPARATION OF MANUSCRIPTS

Accepted text formats: *.docx or *.doc.

To accelerate the subsequent graphic layout of the book, please write the text consistently, without indentation, left justify the text, mark the end of paragraphs using the enter key, and do not insert tabs or spaces in front of paragraphs. Do not use the word break option. Use standard fonts such as Cambria or Calibri (Times New Roman or Arial in versions prior to Word 2007), font size 12, line spacing 1.5.

Use a unified hierarchy of headings to demarcate the text, distinguishing between levels using MS Word styles or font color (attach a legend denoting which header levels are represented by particular colors) or a number (in the decimal system). Do not use more than three levels of headers unless absolutely necessary.

Use continuous page numbering in the manuscript, and mark the positions where pictures and tables are to be inserted in the text.

You may use *italics* to highlight text, and in justified cases **bold** fonts may be used as well. On the contrary, do not modify the spacing between letters in the font (neither manually nor using the appropriate style modification in MS Word). If possible, avoid the use of underlining and bold italics. To highlight text with all capitals or small capitals, make use of the appropriate styles in MS Word.

Characters that cannot be written or pasted in the text editor using the "Insert symbol" command must be substituted – assign them a unique string of characters and during delivery of the manuscript provide a substitution table (e.g. "*a" [in the manuscript] = "ā" [for typesetting]).

If you are using a non-latin font in the text, insert the appropriate characters from the symbol table (Insert symbol) for the system font you are using. In case of extended usage (more than individual words and sentences), contact the editor in advance. Likewise contact the editor beforehand if you need to use a special font (e.g., for a non-roman script).

For footnotes in the text, make use of the automated footnotes functionality in MS Word. Make sure there are no "manually" inserted notes (using superscript).

For writing equations, use either Equation Editor or MathType; in this case we prefer the usage of the docx format. It is also important that the document not be converted between the docx/doc and doc/docx formats.

In the manuscript, do not insert:

- pictures,

- symbols (arrows, chevrons, lines above or below paragraphs, etc.), colors, shadows, frames, pattern background and other effects,
- non-text objects (floating boxes or boxes with text, etc.),
- color highlights, comments, change tracking, and other "editorial" features.

Tables

Prepare tables using the built-in table editor in MS Word. Use simple formatting (black color, a single cell border type, text formatting), do not use fill colors or multiple types of cell borders. Any special requirements for the table should be manually written in the printed manuscript. Leave the table in the manuscript where it should be in the book. Tables prepared in MS Excel should be delivered in separate files; at the place in the text where they should be inserted, refer to them as follows <Tab1.docx>.

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Never insert **bitmap images** (photographs, monochrome images, etc.) into the text (MS Word degrades their quality irreversibly); mark the originals to be scanned with numbers (Scan01, Scan02), name electronic files uniformly (Fig.1.tif, Fig2.tif, etc.) and in the printed text only mark the place where they should be inserted.

- *.tiff, *.jpg formats with the lowest possible compression rate (or *.pdf with embedded fonts and print-quality images).
- Resolution (1: 1 size ratio) 300 dpi for photos, 1200 dpi for monochrome images (line drawings) or charts and diagrams, only if they cannot be converted to a vector format due to extenuating circumstances.

Bibliography, indexes and appendices

Ensure that the manuscript uses a uniform layout. In the case of collective monographs and anthologies, the editor is responsible for the unified conception of the publication as a whole.

You may choose between two different systems for citation of sources: references in the footnotes, or in the text (author year). You'll find the preferred system of including citations and bibliographic information in the Chicago Manual of Style 17 (book or quick citation guide:

https://www.chicagomanualofstyle.org/tools_citationguide.html).

Consult the editor on how to create the index.