

Only send the final version of your text. If corrections need to be made to this text, it will not be possible to submit a new file; corrections can only be implemented in the already typeset text. Please therefore avoid having to make a considerable number of corrections after submission. A file should be as 'clean' as possible.

## 1. A single Word document containing all text

Remove all tables and figures/images (including captions) from the text document.

If separate Word documents are involved, make a single Word document of these in the correct order. Only do so at the very last minute. Unlink endnotes or use the special paste option and paste as RTF (Rich Text Format).

We use a script to define all your typographical wishes. Giving all typographical elements a unique font size (an easy task for you) enables us to convert the entire text document to all required styles at the touch of a button.

You can use the following font sizes:

- Font size 24 pt.  
Select all text from the chapter pages and make them font size 24 pt. (i.e. genuinely all text - chapter, title, authors, journal - on such a page).
- Leave the preliminary matter as it is. You don't need to do anything with this!
- Use font size 18 pt. on headings such as Abstract, Introduction, Methods, Results, Discussion, Conclusion, References, etc.
- Use font size 16 pt. on all subheadings.
- Use font size 14 pt. on all sub-subheadings.
- Use font size 13 pt. on all sub-sub-subheadings.
- Use font size 12 pt. on body text (all normal running text)
- Use font size 11 pt. on the references themselves (though the heading References will be in 18 pt. because obviously it is a heading, as described for the use of 18 pt. font size).
- Use font size 10 pt. if there is text in a text box. Remove the text from the text box and simply place it between the body text in font size 10 pt. When submitting your document, please state that 10 pt. font size has been used for text box text(s).

If your text contains elements not falling under one of these categories, then please feel free to put these in another font size of your choice not already used. Do be consistent, always using the same font size for each type of text element. And above all let us know what you have done.

### Points for attention!

Do not use any soft returns (Shift+Return) to start new paragraphs. To this end, use a normal return.

Do not use any tab indentation at the start of each separate paragraph. The correct amount of indentation (if indentation is desired) will be indicated and set by us centrally.



Do not use any overall layout in the headings (18 pt. / 16 pt. / 14 pt. / 13 pt.). In other words, no bold or italics or capitals. We will sort this out later on when taking care of the layout. From the perspective of 'normal' lettering, we are capable of defining whatever the customer wants.

N.B. We're talking about overall layout. If, for example, a heading contains the name of a bacterium, then obviously that name will be printed in italics. This is not an overall layout for the relevant heading, then, but rather a specific layout within the heading, and a necessary one.

We convert to the new desired new lettering (font), preserving the specific layout features applied by you. This ensures that words in italics or bold or superscripts or subscripts remain intact. If you have a Word document in which all references feature the names of the relevant journals in italics, then they will stay this way. Once we have converted it to the new font, then the specific layout applied by you will be preserved. Consistency in terms of style/way of writing is therefore entirely down to you.

Furthermore, it is not important what font you have used, what line spacing, justified / not justified. None of this matters. Even if it is a mishmash of different fonts, it still doesn't matter. Our script only looks at the font size and makes of this what we tell it to, obviously entirely independently from what it was.

## 2. A single Word document containing all tables

You can place all tables in order in a single Word document. Leave tables complete, i.e. don't remove any text accompanying a table (header text and captions). Do be sure to distinguish tables for each chapter.

- CHAPTER 1  
table 1  
table 2  
table 3
- CHAPTER 2  
table 1  
table 2
- CHAPTER 3  
etc.

All tables should be genuine tables, i.e. produced using the table function in Word (and still editable, therefore) and not a jumble of tabs and spaces!

### 3. A single Word document containing all captions of the figures

In other words, separate from the figures, since figures are objects/illustrations to be placed by us and the captions part of the typography. As is the case with tables, supply the captions in a single Word document.

- CHAPTER 1  
figure caption 1  
figure caption 2
- HOOFDSTUK 2  
figure caption 1  
figure caption 2  
figure caption 3
- HOOFDSTUK 3  
etc.

#### How to submit the figures

In contrast to what you may be used to with journals, we do not wish to receive the figures as tiff or jpeg. These are pixelated formats, allowing us to print your figures at the highest possible quality. This is why we prefer the vector format. A vector format is a format that does not have a resolution. Each element is described in postscript and the printer or imagesetter will display each element with razor-sharp clarity.

Open the original in the software in which the figure was produced, i.e. in which it can still be edited. Click print and select save as pdf.

This will enable you to easily check for yourself whether the pdf you have created is correct. Open the pdf with your reader and zoom in. A vector format allows you to keep zooming in. What you see is razor-sharp and remains so. You won't see any pixels.

If you are using graphics software or a program such as Graphpad, then you will also have the postscript extension .eps available. It goes without saying that this is good too. You may use pdf, but obviously you may also use eps if you wish.

Save all figures as separate files. This will allow you to attach the right name to them, avoiding the possibility of confusion. For example, figure 2 of chapter 3 will simply be called C3-2.pdf

Extra information with regard to file formats. Although there are plenty of different extensions, they really only come in two flavours, either a vector format or a bitmap format. Naturally a combination of the two is also possible.

Nearly all software in use uses the vector format. In postscript, a line is described as a line from position A to position B. This is the instruction the printer receives. The position of A in relation to B is obviously a set fact. Scale does not affect these positions. It is irrelevant whether the distance between the two positions is greater or smaller. The upshot of this is that such a line does not have a resolution.

Once you switch to a pixelated format, e.g. by opting to save the figure in a pixelated format such as tiff or jpeg, then a dialogue window will appear on your screen enabling you to allocate a resolution yourself. Which is logical, as at this point there is no resolution and so the computer can generate the number of pixels per inch that you would like to have. But it is an irreversible process. It is possible to switch from vector to bitmap, but there is no way back again.

A line in bitmap format is definitely not razor-sharp, and what's more, the quality is sensitive to scale. A line from

position A to position B composed of 300 pixels per inch will halve in resolution if the length doubles. It's like elastic. You are effectively stretching the pixels out over double the distance.

For optimum quality, therefore, it is important to stick with the vector format. You can do so by saving as eps, and if this extension is not available, then simply use pdf format. Printing and saving as .pdf Any more is unnecessary.

#### Running titles

Most theses contain a layout that includes use of a running title. This is the chapter title, but in compact form. You will often be able to copy this compact title from the journal. Create a Word document containing all short titles for the various chapters. Of course this is only necessary if you select a layout that involves a running title.

#### Submit

Create a single ZIP file of all documents and send it via [www.wetransfer.com](http://www.wetransfer.com)

- Word document containing text with correct font size
- Word document containing the tables
- Word document containing figure captions
- Word document containing short chapter titles
- Folder containing all separate figures

In addition to the digital files, we would also like to have a print-out of your text. This makes things easier for us because converting fonts does not always go seamlessly. Your print-out will serve as a reference for us. We will then be able to quickly compare with the original. Much easier all round. It also enables us to see what the tables and figures should look like.

How do we know where tables and figures have to be inserted? To this end we proceed on the basis of an initial cross-reference. Tables or figures are almost always mentioned within a text. We automatically highlight all references. As soon as a table or figure is mentioned for the first time, the typesetter will endeavour to position the relevant table or figure as favourably as possible in relation to the reference. Please let us know if you would like us to deviate from this rule of thumb for certain figures or tables.

#### Hyphenations

Our customers frequently raise the subject of the hyphenation we use. The following is for your information:

The English system is totally different to the Dutch one. Whereas Dutch is only hyphenated phonetically (pho-ne-tic), English is hyphenated etymologically (et:y:mo:log:i:cal), based on the root of the word. A random example is 'periph-eral' ('pe-riph-er-al'). So it looks a bit odd, but it is correct. Only in the case of non-English and medical terms (often derived from Latin or Greek) might our layout program make an error in terms of breaking down words; the majority of those break-downs you think look odd are correct, then. In case of doubt, you can always consult [www.dictionary.com](http://www.dictionary.com).

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