

## Guidelines to Authors for Preparing Manuscripts

This document details the guidelines for style and format which we ask that you follow in the preparation of your manuscript. In particular, please note the following:

- We exchange files electronically using our ftp server; all documents and figures/artwork are transferred by uploading and downloading to and from the server. Log on information will be provided.
- Manuscripts should be written as Word documents. We supply a Word template to our authors to use. We will provide the template with instructions.
- Save figures as TIF or EPS files. Have the figures in a separate file, one on each page if possible. The figures/art work should be embedded in the text document as well.
- Save tables in a separate file, one on each page. The tables should be in the text document as well.
- Please provide clean, high-resolution figures and illustrations. See guidelines for art provided.
- Organize the manuscript with headings and subheadings; see Basic Style Guide.
- Number all the figures, formulas, equations, schemes, and tables consecutively, in the order they appear, by chapter number first, and then figure number, e.g., Figure 1.1.
- Please cite all references in the manuscript using numerals in brackets, for example, [1], [2, 4], [4–7].
- Compile a list of references at the end of the chapter, or for monographs, at the end of the book.
- Use serial commas throughout.
- Be certain to obtain permission to use any and all copyrighted material.
- Refer to the Chicago Manual of Style [CMS 16<sup>th</sup> ed.].

## Basic Style Guide

### Headings

- 1 Chapter Title
- 1.1 Level one subhead
- 1.1.1 Level two subhead
- 1.1.1.1 Level three subhead

#### *Level four subhead*

1. Headings and subheadings in Chapters and TOC are in **headline style**, so important words start with a capital letter (initial capped); this includes nouns, verbs, pronouns, adjectives, and adverbs; no caps for minor words (articles, conjunctions); In hyphenated compound words, the second and subsequent term also starts with a capital letter; see CMS [8.157].

### Figures and Tables

Design tables as follows:

Table 14.3 Units of Measure in Metric and Imperial Systems

Unit	Metric	Imperial
Temperature $T$	°C	°F
Coefficient of heat expansion $k$	cm/cm/°C	in./in./°F
Stress $s$	kg/cm <sup>2</sup>	psi
Area $A$	cm <sup>2</sup>	in <sup>2</sup>

1. Citation of tables and figures within the text: “Table 4.1 shows ...” instead of “The following table shows ....”
2. Place parentheses around subfigures within text, e.g., Fig. 4.3(a) or Fig. 4.39(a)–(c). Use brackets within parentheses (CMS).
3. Number figures, equations, schemes, and tables consecutively in the order of their appearance and by chapter, with chapter number first followed by period and consecutive figure or table number in each chapter. Initial cap Figure, Fig. Table, Equation, Eq., and so on.
4. *Make sure permission* for tables/figures used from copyrighted books is properly obtained by author; include standard credit reference with each item in the manuscript (check with copyright holder with respect to their respective standards).
5. Place figure, equation or table with number and caption after the paragraph where the item is first mentioned.
6. At the beginning of a sentence, spell out “Figure” and “Equation”; within a sentence use Fig. and Eq.
7. Italicize variables consistently in text, equations, tables, and figure labels.

## SI Units

0°C (32°F) (and not 32 °F)

10 to 20 s (and not 10-20 sec or 10 s to 20 s)

50% (and not 50 %)

20 mm (0.78 in)

2.1 MPa/mm<sup>2</sup> (306 lb/in<sup>2</sup>)

## References (See References in this document)

- 1) References *within* the text should be cited by numerals within brackets, e.g., [1], [2–5], or [3, 5].
- 2) References *at the end of a chapter* should be cited as follows [See References in this document]:

Thomas, P.E., Cleve, O.H., *Phys. Rev.* (1971) 2, pp. 123–125

Todd, D.B., *SPE ANTEC Tech. Papers* (1987) p. 128

John, H.G., *Mechanics* (1984) Hanser Publishers, Munich

Davis, P.O., In *The First Plan*. Brostow, W. (Ed.) (1986) Hanser Publishers, Munich, pp. 55–76

Fuller, L.J., U.S. Patent 2 615 199 (1952)

Lyle, F.R., U.S. Patent 5 973 257 (1985); *Chem. Abstr.* (1985) 65, 2870

Bagley, E.B., Paper presented at the Annual Society of Rheology Meeting, Louisville, KY, October (1982)

## Style Guidelines

1. Use American English spelling/punctuation, and refer to the Chicago Manual of Style [CMS 16<sup>th</sup> ed.].
2. Type all page numbers in full: 202–206 (and not 202–06 or 202–6).
3. Do not italicize commonly used foreign terms, such as: *via*, e.g., *i.e.*, *in situ*, etc.
4. Consistently use series commas [CMS 6.18].
5. Within the US customary system, do not use periods with abbreviations except when the abbreviation could be confused for a word, such as *in*. [CMS 10.67].
6. Use *i.e.*, and *e.g.*, only in parentheses, in sentences use: *that is*, *for example*, *such as*, and *so on*. Use *etc.* sparingly, if at all.
7. Generally, spell out single digits and numbers that begin a sentence, use numerals for all others [CMS CH 9 for specifics].
8. Use en dash to indicate ranges in parentheses, avoid in sentences: diameters range from 12 to 18 mm; (12–18 mm).
9. Mathematical Spacing; use medium space before and after operational symbols, no space if symbol modifies a digit [see CMS 12.16].

## Reference Guidelines for Hanser Publications

References must be cited in the text with numerals [1], [1, 2], [2–5]; reference numbers are printed in roman type face, same size as body text. Please compile the references on a separate sheet at the end of each chapter or, for a monograph, at the end of the book. Abbreviations of journals should conform to Chemical Abstracts [<http://www.cas.org/expertise/cascontent/caplus/corejournals.html>] References at the end of a chapter/at the end of the book are to be cited as shown in the examples below. Please apply punctuation as shown.

When citing references in foreign languages, be very careful with spellings, special characters, word divisions, capitalization, and other. Bear in mind that misspelled special characters might result in misleading meaning. At the worst, the reader will not be able to retrieve the cited source by computer. Critical characters in French, for example, are accents, in German “umlauts,” etc.

### Journal Articles

are listed with the author(s) last name and abbreviated first name in regular type, followed by comma, name of journal (official abbreviation) in italics, year of publication (in parentheses), volume number, page range of article; no final period. Electronic journal articles have the same format, but with the DOI after the page range. If there is no DOI, a URL is acceptable. No access dates are required.

Thomas, P.E., Cleve, O.H., *Phys.Rev.* (1971) 2, pp. 123–125

Todd, D.B., *SPE ANTEC Tech. Papers* (1987) p. 128

Smith, A.L., *Compos Part A* (2006) 11, p.7698

Andrews, A.T., P.E., *Polym Lett.* (2011) 4, pp. 13–18, doi:10.1086/589754

### Monographs

are listed with the author(s) last name and abbreviated first name in regular type, followed by comma, title of monograph in italics followed by year of publication (in parentheses), publisher, place of publication; no final period.

John, H.G., *Mechanics* (1984) Hanser, Munich

### Contributed Volumes

are listed with the author(s) last name and abbreviated first name in regular type, followed by comma, “In,” title in italics, editor(s) last name and abbreviated first name, “(Ed.)” or “(Eds.)” followed by year of publication (in parentheses), publisher, place of publication, page range of chapter or article; no final period.

Davis, P.O., In *The First Plan*. Brostow, W. (Ed.) (1986) Hanser, Munich, pp. 55–76

### Patents

are listed with name of patent holder followed by comma, patent name and number, year of publication (in parentheses); no final period.

Fuller, L.J., U.S. Patent 2 615 199 (1952)

If possible include the Chemical Abstracts reference, as well.

Lyle, F.R., U.S. Patent 5 973 257 (1985); *Chem. Abstr.* (1985) 65, 2870

## Meeting Presentations

are listed with the author(s) last name and abbreviated first name, followed by comma, name of meeting, place of meeting, month and year (in parentheses) of meeting. No final period.

Bagley, E.B., Paper presented at the Annual Society of Rheology Meeting, Louisville, KY, October (1982)

## Tables, Figures, Equations, and Schemes

### *Tables*

- Tables should be incorporated into the text as well as presented in a separate file.
- Table heads are to be set in headline style with no final period.
- Tables are consecutively numbered in the order they appear with the chapter number first, followed by a period, and the table number in that chapters.
- Write units in the column heads, consistently with or without parentheses.
- Table text is in **sentence style**, which means only the first letter of an entry is capitalized.

### *Figures and Schemes*

- Figures should be incorporated into the text, as well submitted in a separate file as TIF or EPS files.
- Figure captions, legends, and labels are written in sentence style with no final period.
- If a figure has several parts, identify the individual parts consistently with (a), (b), (c), and so on.
- Figures are consecutively numbered in the order they appear with the chapter number first, followed by a period, and the table number in that chapters.

### **Equations**

- Equations should be created with Word Equation Manager or Math Type and be written within the text on individual lines.
- Follow the numbering system of figures and tables: Write these consecutively in the order of their appearance and by chapter, with chapter number first, followed by period and equation number for each chapter.

### **Footnotes**

- Avoid footnotes, except in tables.

### **Permissions**

- If you use illustrations or tables from previously copyrighted books or journals without making any changes, you need to obtain permission from the copyright holder. The exact source of used

material must be given in a note in the caption. The source may be followed by “Reprinted by permission of the publisher”; a credit line may also read “Courtesy of ....”

- However, if you make any changes in form or content, such as redrawing an illustration using different lettering or symbols, or reorganizing a table, permission is not required but a credit reference such as “Adapted from ...” or “After ...” should be given in the figure caption or table footnote.

### **Front Matter**

The front matter contains title pages, copyright page, preface, table of contents; optionally, and if applicable, it may contain series page, dedication, foreword, contributors list with complete addresses, phone and fax numbers if available (for contributed volumes), list of abbreviations, etc. Your manuscript should be accompanied by a final version of the preface, foreword, dedication, contributors list and other if applicable.

### **Subject Index**

The index can be created electronically within the template, we will provide instructions, or manually when the first page proofs are delivered.