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Author Guidelines for SCIENCES Books

Author name¹ and Author name²

¹ *Professional affiliation 1*

² *Professional affiliation 2*

These guidelines provide information concerning the standard layout of SCIENCES books in English. Authors are requested to refer to these guidelines when using the SCIENCES EN.dotx template. These guidelines apply to documents created in **Word only**. A separate template is provided for LaTeX documents along with appropriate guidelines.

For further information or assistance with your manuscript, please contact our publishing department (editorial@iste.co.uk).

1.1. Introduction

Authors are requested to use the SCIENCES_Template_EN.dotx template when preparing their manuscript and to follow the instructions given in these guidelines as closely as possible. Instructions on how to use a .dotx template are provided in the Appendix to this document.

VERY IMPORTANT. All SCIENCES books must be between **250 and 350 pages in length** when set in this **ISTE layout**. If your book is **shorter or longer** than this, please contact ISTE to discuss your options.

Authors are requested to ensure that all material (text and figures) in their chapter is free from copyright before sending the manuscript to ISTE. This includes any content taken from works written by the authors for another publisher. If this is the case, the authors must apply for permission from the copyright holder and pay any necessary charges themselves. Please inform us if this is the case when sending the manuscript. All books are run through plagiarism software before the production process begins and chapters may be removed if any content is suspected to have been plagiarized.

NOTE. Please note that all ISTE books in English are printed in black and white (e-books will be in color). Please contact our publishing department (editorial@iste.co.uk) if you have any concerns about this.

1.2. Structure of the book

A *Preface* should be provided by the book coordinators. Individual chapters should be self-contained and include references and index terms (see following sections for more information).

1.3. English usage and general house style

All ISTE books use US English. Please ensure your text follows standard US conventions. *Italics* is used for emphasis and foreign terms not commonly used in English (e.g. *a priori*, *in vivo*, *raison d'être*, but *via*, *vice versa*, *post-mortem*). Please use [decimal points](#) not decimal commas.

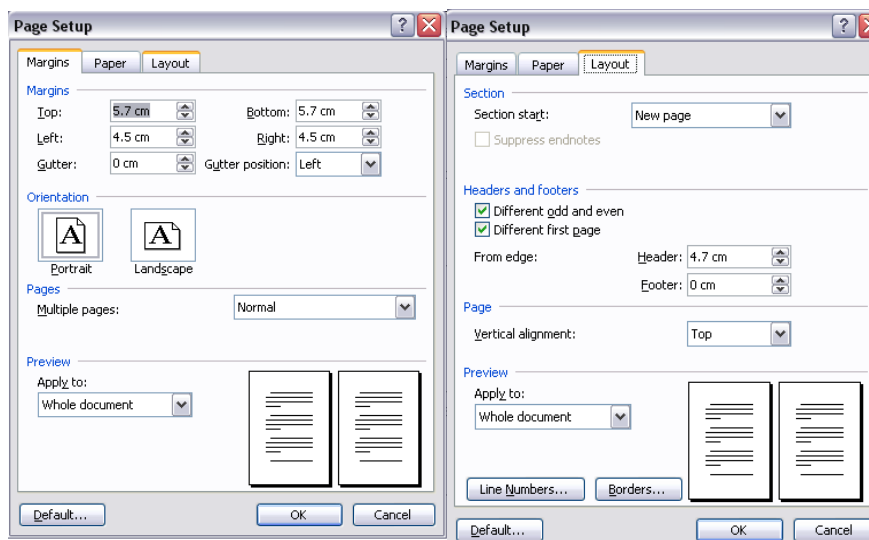
1.4. Page layout

1.4.1. Page setup

For ISTE document margins, the page should be set up as follows:

- Page Layout > Page Setup >
- top and bottom margins: 5.7 cm;
- left and right margins: 4.5 cm;
- gutter: 0, gutter position: left;
- pages - multiple pages: normal;
- header: 4.7 cm, footer: 0 cm, different odd and even pages, different first page.

1.4.1.1. Example of normal page setup



NOTE. This page setup is automatically applied when you open the template file (SCIENCES_Template_EN.dotx) – see Appendix for more information.

1.4.2. Headers and page numbers

Please use the styles [***ISTE - Header - even page**] and [***ISTE - Header - odd page**] for the headers and page numbers.

See the headers of this document for an example.

Headers should be a maximum of 40 characters long. If the title of the book or chapter is longer than this, please use a shortened version for the headers. Contact ISTE for advice on this if needed.

1.5. Titles and subtitles

1.5.1. First page of chapter

The first page of a chapter has a specific layout and should include the following items:

- **chapter number** [***ISTE - Chapter number**];

- **chapter title** [*ISTE - Chapter title];
- **author name(s)** [*ISTE - Author name];
- **author affiliation(s)** [*ISTE - author affiliation];
- **final author affiliation in list** [*ISTE - author affiliation last].

1.5.2. Paragraph titles and headings

Please ***do not*** use automatic numbering for the section headings in Word documents as this can cause problems during the formatting stage.

***ISTE - 1.1. level head (first level heading) [*ISTE 1.1. level head]**

***ISTE - 1.1.1. level head (second level heading) [*ISTE 1.1.1. level head]**

* ISTE - 1.1.1.1. level head (third level heading) [*ISTE 1.1.1.1. level head]

*ISTE - 1.1.1.1.1. level head (fourth level heading) [*ISTE 1.1.1.1.1. level head]

1.6. Paragraph text

Paragraph text is styled with the various [*ISTE – paragraph] styles. A normal paragraph [*ISTE – paragraph] should be 10 pt font size; justified; first line indent of 0.5 cm; line spacing of at least 12.5 pt; spacing above 0 pt; spacing after 11 pt; widow and orphan control on.

If a paragraph is broken, i.e. following an equation, the first line after the break should not be indented:

as this is not the first line of the paragraph [*ISTE - paragraph no indent].

Paragraphs before a list should have 6 pt space after [*ISTE - paragraph before a list].

1.7. Footnotes¹

NOTE. Please ensure you do not have the “**track changes**” function enabled when adding or deleting footnotes as this can cause serious problems with the footnote numbers.

Footnotes should be numbered 1 to n in the body of each chapter.

At the foot of the page, the text of the footnote should be put into Times New Roman, 9 pt on single line spacing, justified with no indent (no spacing before and after) [*ISTE - Footnote].

1.8. Figures, tables and boxes, and their captions

Figures should be kept in their original saved format (EPS, TIF, JPG, etc.). Please ensure all figures are in the highest resolution possible and the text can be read clearly. Figures and illustrations should be styled with [*ISTE - Figure]. Text should be legible and of a suitable size for the book.

Color figures can be used, but please note the English book will be printed in black and white (ebook in color) and color figures will be provided through a weblink.

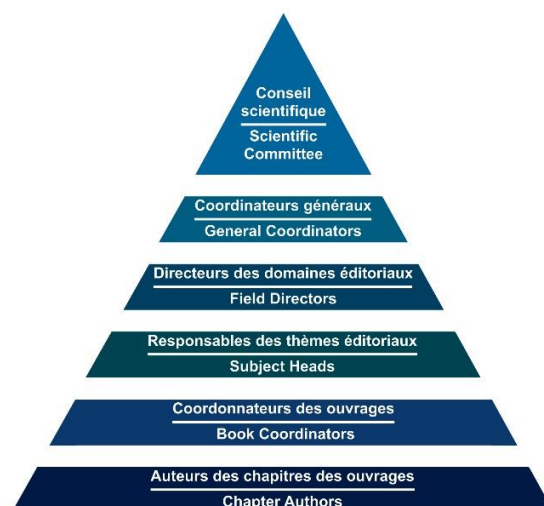


Figure 1.1. Guidelines for authors

1. Example of a footnote.

Text in tables should be in 9 pt font [*ISTE – TABLE]. The *Table ISTE design can be selected from the Table Design function. Selecting or unselecting Header Row or First Column will give you various layout options.

Title Col. 1	Title Col. 2	Title Col. 3	Title Col. 4	Title Col. 5
Table contents	Table contents	Table contents	Table contents	Table contents
Table contents	Table contents	Table contents	Table contents	Table contents
Table contents	Table contents	Table contents	Table contents	Table contents

Table 1.1. *Guidelines for authors*

Boxes can also be used to highlight any special text [*ISTE - Box].

All captions should be styled with [*ISTE – Caption]. This gives the general spacing and size: 9 pt italic font; 11 pt spacing before; 22 pt spacing after. The caption title, i.e. Figure 1.1. or Table 1.1., should be styled with either [*ISTE – caption Figure / Box (no ital)] or [*ISTE – caption Table (no ital)].

1.9. Formulae and equations

Formulae are preferably supplied in MathType. A MathType preferences file [ISTE.eqp] is available in this folder. Formulae referred to in the text are numbered from [n.1] to [n.n] in square brackets. For equations not written within a sentence, use [*ISTE – Equation] with a *tab space* between the equation and the number.

$$xxx = \frac{yyy}{zzz} \quad [1.1]$$

If the equation is too long to fit within the margins with the 1 cm left indent, remove the indent and center the equation instead.

1.10. Enumerations/lists

Authors should use dashes for lists if possible: en dashes (–) for the first level of lists and hyphens for the second level (-). For example:

- [*ISTE - List 1st level (6 pt after)];
- - [*ISTE - List 2nd level].

1.11. Extracts/large quotes

[*ISTE - Large quotes/extracts]: quotations or extracts from other works that are longer than 1–2 lines should be given their own paragraph be formatted like this. Please ensure all copyright permissions have been granted for any extracts.

1.12. Notes, Examples, Applications, etc.

Notes, Reminders, Examples, etc. should be presented with a yellow background [style *ISTE - Note (or special)] and a title in dark blue (with white font) [style *ISTE - Note - blue].

NOTE. An example of a Note (or Example or Reminder). Please use small capitals for the title.

Theorems, Lemmas, Corollaries or Definitions should use a normal paragraph text with no indent for the first line. The text should be in italics:

THEOREM 1.1.– *Thus a theorem is created.*

1.13. Index words

All ISTE books must include an index. Significant words should be provided by the authors as keywords in a separate document, or index entries may be marked in the Word document in order to generate an automatic index. See the Appendix for detailed information.

1.14. References

ISTE reference style is based on the Harvard system. Citations in the text take the form of author names and dates (e.g. Smith *et al.* 1990), and references in the list are sorted alphabetically by author name. A style file for use with *Zotero*, *Mendeley* or *EndNote* is available with the ISTE template. Please contact ISTE if you need further information.

NOTE. The manuscript will be rejected if any other reference style is used.

1.14.1. *In the text*

Sort references in the text chronologically (e.g. Smith 1990; Jones 1995), and then alphabetically within dates (e.g. Smith and Jones 1990; Brown 2001; Walton 2001). For references with three or more authors, use the first author's name and '*et al.*' in the text (e.g. Smith *et al.* 1990).

Page ranges should be added after "p." or "pp.", e.g. (Smith 1990, p. 1) or (Smith 1990, pp. 1–10).

1.14.2. *In the list*

Sort references in the list alphabetically by first author, then by number of authors (one; two; three or more), then chronologically within the one-author group, alphabetically within the two-author group, and chronologically within the \geq three-author group:

Smedley, P. (2002)

Smith, G. (1983)

Smith, G. (2001)

Smith, G., Jones, B.N. (1997)

Smith, G., Stevens, D. (1996)

Smith, G., Wheeler, A., Lawrie, S., von Hoffman, C. (1992)

Smith, G., McDonald, D.W., Jones, B.N. (1994)

If two or more references have the same first author and date, you must use 'a', 'b', etc. after the date to distinguish them (e.g. Smith *et al.* 1990a). N.B. For two-author references, you need only do this if both authors are the same.

Lower case particles are listed under the letter of the name proper but uppercase particles under the letter of the particle (e.g. da Silva under 'S' but Von Trapp under 'V').

1.14.3. Examples of references [*ISTE – Reference]

- British Medical Association (2014). *Have applications to study medicine fallen?* [Online]. Available: <http://bma.org.uk/news-views-analysis/news/2014/october/have-applications-to-study-medicine-fallen> [Accessed 27 October 2014].
- Conney, A.H., Lou, Y.R., Xie, J.G., Osawa, T., Newmark, H.L., Liu, Y., Chang, R.L., Huang, M.T. (1997). Some perspectives on dietary inhibition of carcinogenesis: Studies with curcumin and tea. *Proc. Soc. Exp. Bio. Med.*, 216(2), 234–245.
- Dizdaroglu, M., Jaruga, P., Rodriguez, H. (2003). Oxidative damage to DNA: Mechanisms of product formation and measurement by mass spectrometric techniques. In *Critical Reviews of Oxidative Stress and Aging*, Cutler, R.G. (ed.). World Scientific Publishing Co. Pte. Ltd, Singapore.
- Flipo, F. (2018). *The Coming Authoritarian Ecology*. ISTE Ltd, London, and Wiley, New York.
- Gonçalves, O., Legrand, J. (2018). *Alteration of Ovoproducts*. ISTE Press, London, and Elsevier, Oxford.
- Molan, A.L., Flanagan, J., Wei, W., Moughan, P.J. (2009a). Selenium-containing green tea has higher antioxidant and prebiotic activities than regular green tea part 1. *Food Chem.*, 114(3), 829–835.
- Molan, A.L., Flanagan, J., Wei, W., Moughan, P.J. (2009b). Selenium-containing green tea has higher antioxidant and prebiotic activities than regular green tea part 2. *Food Chem.*, 114(3), 835–837.
- Raft, T. (2018). Survey of UK transport. Report, UK Department of Transport, London.
- Rang, H.P. (2012). *Rang and Dale's Pharmacology*, 7th edition. Elsevier Churchill Livingstone, London.
- Réveillac, J.-M. (2018). *Les effets sonores musicaux*. ISTE Editions, London.
- Smith, A.G., Jones, C.H. (eds) (2002). *12th Conference on Creating a Book*. Smith Publishing, London.
- White, J. (2002). Effects of snooker on mental health. PhD Thesis, Brunel University, Bristol.
- WHO (1989). *Fisheries Handbook*. World Health Organization, Geneva.
- Wonka, W. (1964). Everlasting gobstopper. Patent, WIPO 123456789.
- Wot, T. (n.d.). How to write a reference [Online]. Available: <http://referencing.org> [Accessed 31 May 2018].

1.15. Appendices

1.15.1. *ISTE document template*

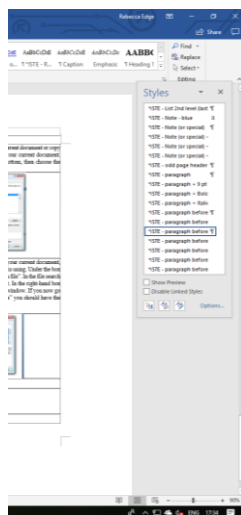
The SCIENCES_Template_EN.dotx template is provided along with these guidelines.

1.15.1.1. *How to use the template*

There are two methods to use the information in the template.

Method 1

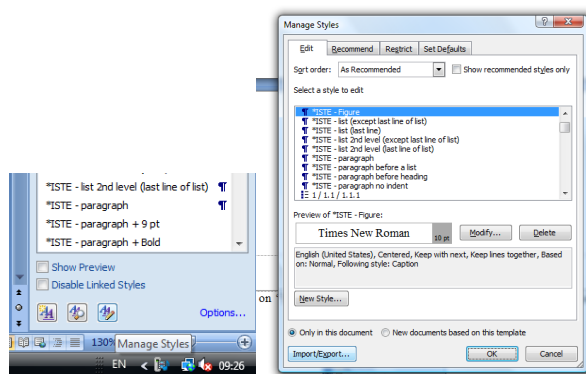
The first method is to simply double click on the SCIENCES_Template_EN.dotx file. This will open a new document. All the margins and styles will be available in your new file. You can now add your text to the file and select the appropriate style from the “Styles” menu:



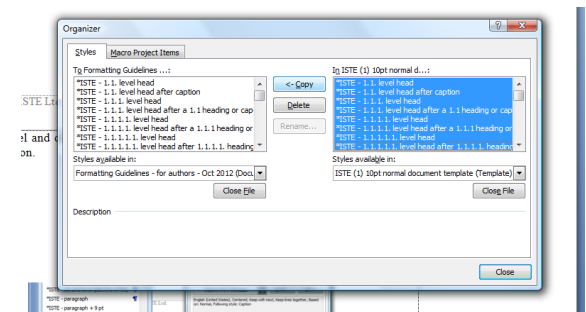
Save your document as a new file.

Method 2

The second method is to import the [*ISTE.....] styles from the template into your current document. To do this, save the template to your computer. Open your current document. Open the styles panel and click on “Manage Styles” at the bottom, then choose the “Import/Export” option.



This brings up two boxes of styles. The box on the left is your current document, the box on the right is the template that your current document is using. Under the box on the right click “close file” and in the same place select “open file”. In the file search go to where you have saved the SCIENCES_Template_EN.dotx template and open it. In the right-hand box select all the “*ISTE” styles and click “copy”, then close the window. If you now go to your styles panel and ensure you are viewing “all available” you should have the styles there.



You will also need to set the margins and headers as explained in section 1.5 of this document.

1.15.2. Index guidelines

All chapters must contain and index. The indexes will then be combined and included at the end of the book. Chapter authors can either provide a list of keywords in a separate document or mark the index words in the file directly.

List of keywords

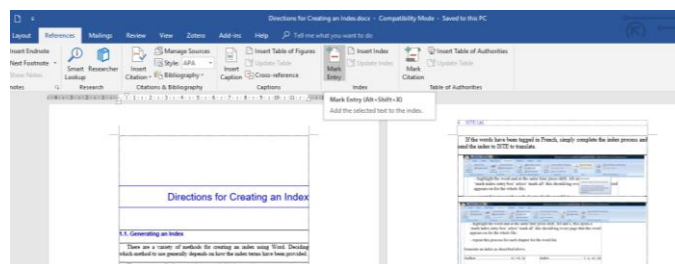
Authors should provide a minimum of 10 words per chapter. These should be words that would be useful for the reader. The words should not be taken from the title of the chapter or of the book. Please provide the words in a table in a separate Word file using the following example:

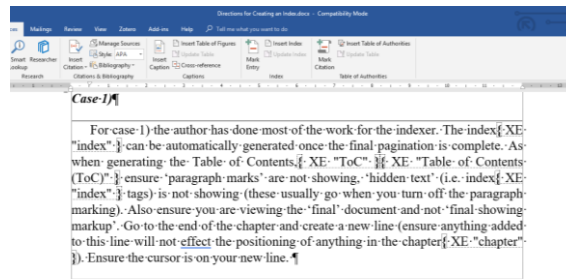
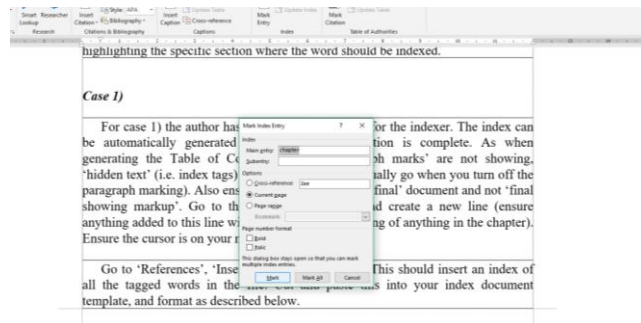
Fast Fourier Transform	Fast Fourier Transform (FFT)
FFT	Fast Fourier Transform (FFT)
Darwin	Darwin, C.
Darwin's	Darwin, C.
Charles Darwin	Darwin, C.
discrete element method	discrete element method (DEM)
DEM	discrete element method (DEM)
discrete element	discrete element method (DEM)

Words in the left column are how the terms appear in the text, words in the right column are how entries will appear in the index. For example, the indexer will search for the terms “Fast Fourier Transform” and “FFT” and they will all be included under the index entry “Fast Fourier Transform (FFT)”.

Marking words directly in Word file

Chapter authors may prefer to mark the index terms directly in the Word file. Index terms can be highlighted and then marked by pressing “Alt+Shift+x” or “Mark Entry” in the References tab.





An index can then be generated automatically from the marked index words.

