



TECHNISCHE UNIVERSITÄT
CHEMNITZ

Advice on writing a manuscript

The University Press Chemnitz is open to layout suggestions and author's choices. The following advice is therefore only a recommendation to make it easier for authors to write a manuscript ready for printing.

Please be careful when using or types, do not violate copyright law, name your sources and cite correctly. The publisher can not be hold liable when authors are violating copyright law.

Formats and sizes

Your publication with the University press will be in DIN A5 format (with few exceptions). To achieve highest quality in printing, please create your manuscript in A5 from the beginning. Thus you are able to check the layout by printing the page yourself and correcting font sizes or spaces. Nevertheless, many authors do already have their document in A4 format, so we are offering to downsize your electronic document via our external service provider. This scaling prevents extra work in re-editing (please read our guidelines concerning A4 manuscripts on page 3).

Charts and images

Resolution of charts and images (screenshots as well) needs to be at least 300dpi – 600dpi would be ideal. For line drawings, sketches and schematic diagrams, a resolution of 600dpi has proven ideal, due to the very light and thin lines.¹ Please try not to use standard profiles like „Online-/Webpublishing“ when creating or saving images and remember to embed the colour profile. When printing images, please make sure that captions are visible and that colours and grey shades are easy to distinguish. In case of doubt, we always advice to re-edit. If you are using pixel graphics, please do not use too much enlargement/downsizing. If possible, try to use vector graphics only. What makes printing especially difficult, is the use of transparency in images – this often leads to printing errors. Alternatively, you could use lighter shades of colour to make something visible.

Cover

The book cover is going to be designed by the University Press, using the University's corporate design for faculties. Nevertheless, you may submit an individual image or chart (in printing quality) for the sleeve. It is the author's responsibility to make sure that no image copyright is violated and that the source of the image is provided. The image resolution should at least be 300 dpi for photographs and 600 dpi for graphics. Upon request we will provide specific dimensions and instructions for adaptation.

On the back of the book there's space provided for a summary, written by the author (800-1200 characters long).

¹ Image resolution always depends on actual size. When, for example, a graphic of 5x5 cm (300 dpi) is created but inserted as twice the size, the resolution will be halved to 150 dpi.

Typesetting and layout

Our advice on layout and typesetting is of a more aesthetic nature and concerns the good readability of your publication in print. The document definitely has to be two sided. (pages mirrored, see illustration 1)

What has to be checked before submitting the manuscript:

Layout elements	Requirement
Type area ²	<ul style="list-style-type: none">• A balance between printed and blank parts of the document.• A pleasant and consistent text flow.• Try to avoid individual first or last lines of a paragraph at the beginning or end of a page („orphan lines“ and „widowed lines“). It should be at least three lines on a page.
Paragraphs/Chapters	<ul style="list-style-type: none">• Start on the right page (even) with every new paragraph or chapter (preface, introduction, abstract, references, appendix).
Headlines	<ul style="list-style-type: none">• Do not use different fonts for chapter or paragraph headlines.
Captions	<ul style="list-style-type: none">• Captions should be easy to read and have the right size (see next section on sizes).• Avoid breaks of captions with page breaks.
Page numbers	<ul style="list-style-type: none">• Blank pages should be considered in page numbers but do not get a number themselves.• Page numbers should be adjusted for two sided printing – that means either to print page numbers on the right (odd pages) and on the left (even pages) or centred.• No repeated pagination, use for instance roman numerals for preface and introduction.
Page header/ footer	<ul style="list-style-type: none">• Adjust and position for two sided printing.• Do not use page headers and footers on otherwise blank pages.
Hyphenation (separation of syllables)	<ul style="list-style-type: none">• Be sure to use correct hyphenation.³• Do not use more than three separating hyphens in consecutive lines.
Illustrations	<ul style="list-style-type: none">• Illustrations should be placed before or after a paragraph, never in between.

*this checklist is based on our experiences with past projects and does not claim to replace professional editing.

Every publication by the University press gets four pages frontmatter. This frontmatter will include bibliographical references and the imprint. We will provide templates in Word and LaTeX. Through inserting the frontmatter, the pagination will be shifted because pages one to four are now used for the frontmatter. Your submitted document will now start on page five. (Make sure to adjust your content accordingly.)

If you would like to publish a final thesis, please consult the rules and regulations of your faculty and institute. If you created layouts using those regulations, you can usually keep them.

Chemnitz University Press does not offer professional editing. As an author, you are responsible for the layout design and for submitting your document orthographically and grammatically correct!

² Here is a very detailed documentation worth reading about type area by Markus Kohm: <https://www.dante.de/tex/Dokumente/KohmSatzspiegel.pdf>

³ manual separation which might be necessary can be performed with typical word processing programs using soft (conditional) hyphens

Fonts

We recommend the following fonts: Garamond, Times New Roman and/or Palatino. In comparison to sansserif types, serif types are ideal for reading longer texts. Please don't use too slender fonts.⁴

Layout	DIN A4 before scaling (21 x 29,7 cm)	DIN A5 (14,8 x 21,0 cm)
font size		
text	14 pt	at least 10 pt
footnotes	11 pt	8 pt
linespacing		
text	16 pt	at least 12 pt
footnotes	13 pt	10 pt
orientation		
text	justification	justification
footnotes	left-justified	left-justified

Information about A4 format

For publication in A5 format, A4 size manuscripts are reduced to 71% of their original size. Therefore it's important to choose an adequate font size. By making a test print, you can ensure that footnotes, tables and graphics are still in good condition.

Notice: In LaTeX only the font types Palatino and Times New Roman have a draft version of the size. This also means, that scaling is not causing a loss of quality.

When submitting A4 manuscripts for Scaling in A5 format you have to choose one of those two font types.

Submission of manuscript

The document must be submitted to the University Press Chemnitz in a high quality PDF file, where all contents and settings are included unaltered. This concerns all applied fonts and graphics in particular. Only by following this regulations, a perfect processing can be guaranteed. When, for instance, fonts are missing, it will cause higher costs during editing with our external supplier because of necessary extra work. Post-editing on the publishing side is always a potential source of error and thus can reduce the quality of the final book.

The University Press supports authors in the production of PDF/X (for printing) and PDF/A (for long-term archiving on Monarch Qucosa).

Notice: When bringing together multiple files, make sure to use the same settings (font types, font size, margins, page numbers...) for footnotes, text and continuous pagination.

⁴ Especially the often used type family Computer Modern in LaTeX.

Example: page layout

The following image illustrates recommended dimensions for easy digital printing.

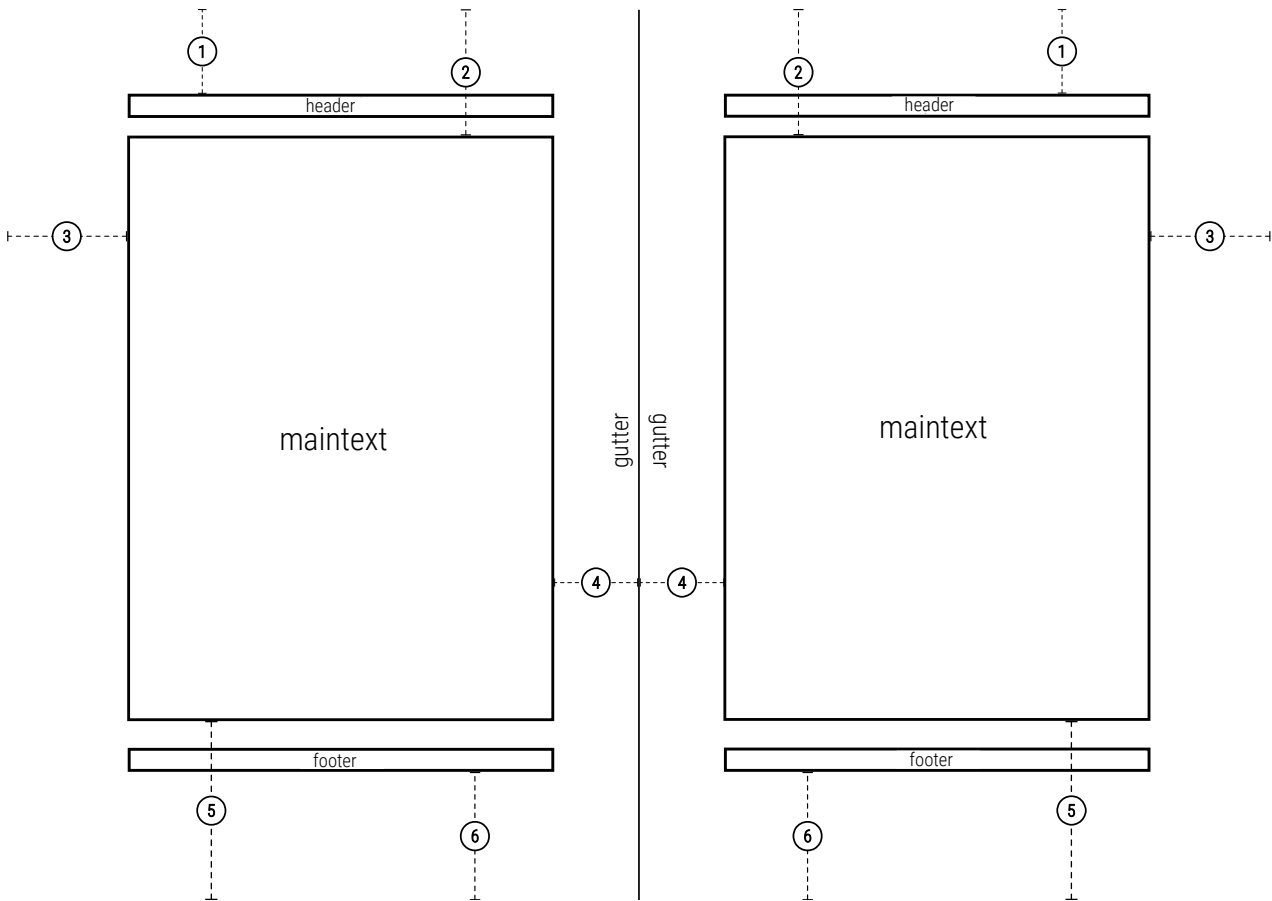


image 1: layout sketch

page settings	DIN A4 (before scaling) (21 x 29,7 cm)	DIN A5 (14,8 x 21,0 cm)
1. header	2,5 cm	1,8 cm
2. upper margin	3,5 cm	2,5 cm
3. outer margin	2,1 cm	1,5 cm
4. inner margin	3,5 cm	2,5 cm
5. lower margin	3,9 cm	2,8 cm
6. footer	2,5 cm	1,8 cm