

Guidelines for the Editor on Submitting the Manuscript

These Guidelines are intended for the editor of a book published by IOS Press.

➤ **Preparing the manuscript**

- The manuscript should be submitted 'camera-ready', but without page numbers or running headlines.
- Our Instructions and Tools for the preparation of an Electronic Camera-Ready Manuscript (in Word or LaTeX) can be downloaded from the Service page for authors on our website
<http://www.iospress.nl/service/authors/latex-and-word-tools-for-book-authors>

➤ **What should be submitted?**

- 1) the manuscript files (*see also below*);
 - 2) a document with the final title of the book, sub-title (if any) and the name and short affiliation of each editor;
 - 3) a Preface and/or Foreword;
 - 4) a table of Contents, listing the article titles and authors in the correct order
- Any other front matter or back matter is optional. All articles should include an Abstract, either on the title page, or submitted separately. This is essential to enhance the visibility of the article at IOS Press Ebooks (www.ebooks.iospress.nl) and in indexing databases.
 - You do not need to send us the so-called 'breaker pages', dividing different parts or sections. We will produce them on the basis of your table of Contents.

➤ **How to submit the manuscript files**

- 1) The Editor should submit:
 - **high resolution PDF files, with all fonts embedded.** (If you are using Acrobat Distiller, please select the job option Press Optimized.)
 - the last version of the source files (either MS Word, or LaTeX files zipped together).
- 2) The articles should have filenames that correspond to the order in the table of Contents. e.g. 01_filename.pdf, 02_filename.pdf / 01_filename.doc, 02_filename.doc / 01_filename.rar, 02_filename.rar /
The "filename" part can be the author's name, article title, or some other reference.

Guidelines for the Editor on Submitting the Manuscript - IOS Press Books

If the manuscript is made up of more than one section or part, the files should be organized accordingly, in numbered directories.

- 3) It is essential you do not submit more than one version of the same item.

Please submit the manuscript by providing us with a link to download the files with, for example, via www.wetransfer.com. (You do not need to register or log in.)

➤ **After submission of the manuscript**

The production process starts when we have received

- 1) the complete and final electronic camera-ready version of the manuscript;
- 2) a copy of the signed publishing agreement;
- 3) in the case of the NATO Science series, the Publication Form that NATO Emerging Security Challenges Division sent to the meeting director.

Unless there are other issues to be addressed, we proceed as follows:

- We paginate the manuscript and add the running headlines and the 'reprint-text', consisting of metadata and copyright line.
- We format the Preface and produce the Contents and Author Index.
- We prepare our preliminary pages (i-iv), and the cover of the book.
- We produce a Subject Index on the basis of the keywords and referring to the article title pages (provided the majority of articles have keywords listed).
- Before the book is sent for printing, we will email you a PDF of the front matter, the back matter, and the cover of the book. We do not send proofs of the articles, since they are treated as 'camera-ready' copies.
- We add the publication to our site IOS Press Ebooks (www.ebooks.iospress.nl) usually before the print book is published.

Thank you for your attention. We look forward to working with you.

IOS Press BV
Book Department

If you have any questions about these Guidelines or publishing with IOS Press,
please email:

publisher@iospress.nl