

### 1. Acceptance of scientific-technical articles

A precondition for the acceptance of scientific-technical articles for the magazine *ipw – Das Papier* is that the articles concerned must be original material that has not been offered or accepted for publication elsewhere, either previously or in parallel.

The responsible editor, in consultation with the "science and technology" editorial team, will decide on the acceptance of the articles concerned.

### 2. Contractual acceptance, right of reproduction

With the contractual acceptance of articles for the "science and technology" section of the magazine *ipw – Das Papier*, the responsible publisher automatically acquires exclusive rights to first publication. Any reproduction of the articles concerned, including illustrations, is permissible only after prior written agreement has been obtained from the publisher and with exact acknowledgement of origin.

### 3. Form of publication

ZELLCHEMING is responsible for the content of the "science and technology" section in the magazine *ipw – Das Papier*. All lectures given at the Annual General Meeting will be published on a CD-ROM supplied with the magazine *ipw – Das Papier*. The lectures are intended to be printed in *ipw – Das Papier* as well. If the space reserved in the magazine for scientific technical articles is insufficient for the full-length versions, versions no longer than 4 magazine pages will be published together with references to the full-length versions on CD-ROM. Therefore it is possible that a paper may be published only in a **shortened version**, summarised by the author on 4 printed pages (= e.g. ca. 15000 keystrokes, including spaces and 7 normal-sized illustrations. For purposes of comparison, see 4 printed pages in *ipw – Das Papier*). For this reason, the author is requested to submit a summarised version (for 4 printed pages) of his/her paper in addition to the original version.

**The following is required for publication in  
*ipw – Das Papier*:**

- **Title of the article**, including sub-title where appropriate
- **Author's footnote**, with complete names and academic titles of all authors, private address (no company addresses), with the exception of scientific organisations
- **Summary** in the English and German languages (including titles in English)
- **Text [1]** (full-length version) complete with references to all illustrations, tables, formulae and literature, division into sections in accordance with the decimal system, page numbering
- **Text [2]** for a max. 4 printed pages (i.e. ca. 15000 keystrokes, including spaces, and 7 normal-sized illustrations).
- **Tables** separately, i.e. not integrated into the text
- **Illustration headings** separately, i.e. not integrated into the text
- **Reference literature** in accordance with the DIN 1505-2, 1505-3 standards
- **Illustrations** preferably in digital form **as separate files, not integrated into the text (.JPG, .TIF or .EPS)**, colour or black/white  
**Original illustrations**, numbered, without company logo, in good quality, as colour or b/w copy or slides
- **Graphics/diagrams**, preferably in digital form, **as separate file, not integrated into the text (.JPG, .TIF or .EPS)**, colour or b/w  
**N.B.:** please ensure sufficient letter size and line thickness
- **Formulae:** extensive and complicated mathematical, physical or chemical formulae in a clear representation, preferably in digital form, **not integrated into the text**
- **Photo (passport photo)** of the author(s) in good quality.



Please submit manuscripts in digital form, taking account of the following requirements:

**Illustrations/graphics and tables should be stored in separate files, not integrated into the text.**

**Diskettes:** 3.5" for MS-DOS or Macintosh or CD-ROM

**Acceptance of files**

**Programs**

Apple Macintosh	IBM PC
<ul style="list-style-type: none"> <li>• Quark Xpress 4.0</li> <li>• FreeHand 10</li> <li>• Illustrator 9.0</li> <li>• Photoshop 6.0</li> <li>• SimpleText</li> </ul>	Photoshop 6.0 MS-Office 2000 <ul style="list-style-type: none"> <li>✓ Word</li> <li>✓ PowerPoint</li> <li>✓ Access</li> <li>✓ Excel</li> </ul>

**File formats**

- Files of all above programs
- .EPS
- .TIF (resolution 304 dots/in, size 1:1)
- .TXT (text without formatting)

**Fonts used in graphics**

PostScript fonts should be supplied (for Apple Macintosh or IBM PC in each case) or suitably converted for reproduction (possible in graphic programs), otherwise they will be replaced by a similar font (which may alter the make-up).

TrueType fonts cannot be used; they will be replaced by similar PostScript fonts.

**Texts and tables etc.:** in modern text formats, or ASCII text (.TXT) respectively.

**Illustrations:**

- a) conventional: high-quality photos and slides
- b) digital copy: see previous page

**Graphics, diagrams, formulae:**

- a) conventional: camera-ready copy or A4 laser print-outs
- b) see previous page

**N.B.!**

In all cases, the following points must be taken into account:

- Do not supply original data carriers (only copies). Originals should stay with the author. Write-protected data carriers prevent data loss
- Clear and unequivocal identification of the data carrier is required
- Documentation to accompany the data carrier
  - **text print-out as well as copies of illustrations**
  - information relating to the program and format.

### Correction and proof-reading

#### **The former practice of proof-reading (galley proofing)**

has been discontinued, i.e. the author bears responsibility for the final version of his/her article with regard to technical content, reference literature, i.e. indication of source, references to photos, index of special characters used, etc.

The **manuscript** supplied to the editorial department should be **proofed, ready for typesetting, and complete**, i.e. it should contain all elements necessary for typesetting and make-up.

The technical editing process will result in only minor changes. The editorial department, or publisher respectively, bears the responsibility for the proper realisation of the make-up.

Status: February 2003

### Publication, sample copies and off-prints

The responsible editor determines the schedule for publication of an article, if necessary in consultation with the author and the publisher.

After publication, the author/co-author will receive a complimentary copy of the magazine issue concerned.

For off-prints, it is recommended to request an offer from the publisher, as the typeset product remains available only for a limited time. Graduated offers are possible. For purposes of clarity: production run copies are printed together with the regular print run, whereas a new make-up (new page assembly in accordance with the author's wishes) is produced for off-prints.

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