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**SHAKER  
VERLAG**

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## Creating file copies

### 1.3 Creating a PostScript™ file for LATEX users:

LATEX creates a special, device-independent format. This can be converted to the PostScript™ format using the program DVIPS or DVIPSK.

Please check the program's help file. Set the resolution to 600 dpi with the parameter **-D600**. You should use the **-mode docutech** and **-Ppdf** parameters if possible and pay attention to the corresponding parameters for scaling.

Possible parameters for the scale are:

- 80%= Format B5 (17 x 24 cm) -x800
- 70%= Format DIN A5 -x700

Depending on the program you are using the file will end with either .prn or .ps. Please note that we cannot make any amendments or corrections to the PostScript™ file. We therefore recommend that you check the format (page breaks, etc.) after you have created the PostScript™ file(s) using the GhostView program. You will find a link to download this program in the **Download-Center**.

### Sending us PDF or PostScript™ files:

You can send us files of up to 10 MB per e-mail. If you wish to send larger amounts of data we recommend saving the file on your own homepage with download link or sending us the file on a CD/DVD.

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## 2. Creating a PDF file

If you want to create a PDF file you will need the Acrobat Professional program or a comparable freeware program such as FreePDF or PDFCreator.

### Creating a PDF file:

If you are using Acrobat Professional, select the Adobe PDF printer from the printer menu of your word processing program to create a PDF file. Click the 'Properties' option to open the next menu field. Select the standard setting **'Press Quality'** or **'High quality print'**. Select **'None'** as an option under Adobe PDF safety. Set the **paper size** to **DIN A4** irrespective of the final format and select **600 dpi** in the 'Print quality' option. The scale should be changed according to the final format:

- Format DIN A4 = 100%
- Format B5 (17 x 24 cm) = 80%
- Format DIN A5 = 70%

Finally select **'Load to printer as soft font'** in the TrueType font option. You can leave the remaining settings as they are. Then confirm your settings with OK and specify the storage location and file name. A PDF file will then be created.

If using a different PDF program, make sure that you embed all fonts and set a high print quality.

Please note that we cannot make any amendments or corrections to the PDF file. You should thus check the format again after the PDF file has been created.

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## Instructions For Editors

Formatting manuscripts  
PostScript™  
PDF format



about publishing:

- Dissertation  
 Post-doctoral thesis  
 Lecture notes  
 CD-Rom
- Conference proceedings  
 Specialist book  
 Other

Title: \_\_\_\_\_

Subject: \_\_\_\_\_

Number of author's copies: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Number of photos: \_\_\_\_\_ Number of colour pages: \_\_\_\_\_

Planned publication date: \_\_\_\_\_

**Format:**
 DIN A5  
 DIN B5

 DIN A4  
 Other: \_\_\_\_\_
**Binding:** Paperback Hardcover**Cover:** Standard cover Multi-colour cover Cover with special colour

## Creating file copies

## 1. Creating a PostScript™ file

## 1.1 Configuring the printer driver:

Before you can create a PostScript™ file you first have to install the corresponding printer driver. Select the 'Printer' option from the general settings. Then select either 'Add printer' or 'New printer' depending on the program and follow the instructions of the installation assistant. Click 'Local printer' (not the Plug & Play option). Now select the printer connection (FILE: output to file) before selecting the HP LaserJet 8150 Series PS or alternatively the HP Color LaserJet 8500 PS from the printer list that is shown. Then follow the assistant's instructions up to the 'Finish' options and leave all the default settings as they are.

To avoid any subsequent shift of the text you should select the corresponding PostScript™ printer driver before starting any final formatting work.

## 1.2 Creating a PostScript™ file in Word:

To create a PostScript™ file select the previously installed printer from the printer menu and click the 'Print to file' field. Click the 'Properties' option to open the next menu field. Set the **paper size** to **DIN A4** irrespective of the final format and select **600 dpi** from the 'Print quality' option. The scale should be changed according to the final format:

- Format DIN A4 = 100%
- Format DIN B5 (17 x 24 cm) = 80%
- Format DIN A5 = 70%

Finally select '**Load to printer as soft font**' in the TrueType font option. You can leave the remaining settings as they are. Then confirm your settings with OK and specify the storage location and file name.

## Line weight

Avoid fine lines below 0.3 mm (0.9pt) since these can break off if the text is scaled down for printing.

## Page sequence

New parts of the work (preface, acknowledgement, table of contents, introduction, appendix, register, etc.) must start on a right-hand (odd numbered) page. Please note that according to most university guidelines for dissertations and lecture notes, the first page of the book or first page with rear page must contain the required information (date of examination, reporter, etc.). This is followed by the inside page produced by the publisher's and the printer's imprint. The deposit copies should normally contain a curriculum vitae at the end.

## Positioning the page number

We recommend that page numbers be positioned on the outside. This means that the even numbers have to be set up on the left and odd numbers on the right (can be found in Word under: File/Insert/Page numbers (option 'outside')). Another option is to position the page numbers at the bottom of the page in the middle. The page numbers are generally integrated in the header or footer.

## Page numbering

We recommend that you do not number the preliminary matter and header and that the table of contents and any list of illustrations be numbered with Roman numerals up to the start of the book. Arabic numerals then begin on the first page of the main text.

You can submit your manuscript copies as PostScript™ or PDF file(s). If you are unable to supply a PDF or PostScript™ file we are also able to edit Word files for an extra charge.

Note: if a text contains several illustrations (photos, graphics, bar charts etc.) we recommend creating a PostScript™ file.

## General tips on formatting

## Margins

When creating your files the margins for DIN A4 should be at least 2.0 cm and for DIN A5 at least 1.4 cm. These figures relate to a total volume of around 200 pages. Take into account a larger margin for a larger number of pages. You do not have to activate the 'Inside margin' option. We recommend a 1.5 cm gap to the margin when configuring headers and footers.

## Character size and line spacing

We recommend a 13pt font with 1.3-fold line spacing for the text and a 12pt font for comments, quotations, footnotes, etc. These figures apply when creating a DIN A4=100% text. However, you should use at least a 12pt font with 1.5-fold line spacing and a 10pt font for footnotes. The character height in tables and images should not be less than 6 point (approx. 2 mm).

## Font

The author is in principle free to choose his or her own font. Serif fonts such as Times or Palatino are best for longer texts. Sans-serif fonts such as Arial and Verdana can also be used for texts with illustrations or formulae.

## Illustrations

When scanning colour or grey-scale illustrations select a resolution of at least 300 dpi (optimum 600 dpi). Purely b/w illustrations, in other words lineart, should be scanned at 1,200 dpi. All image files that are used may not be provided in a size smaller than that planned for printing since their quality will suffer from later enlargement.

