

# **FOREBIOM Book project Author guidelines Version 3 (12.02.2015)**

Please note: Updates from Version 1 are indicated in red color.

Dear colleagues,

The following document summarizes the requirements on your chapter and should help you to prepare it in a way that it can be processed by the editors without any delay.

## **1.) The author agreement between all authors**

Every single author is asked to sign the document (except chapters with more than 5 authors, where only the lead author has to sign and all other authors will be contacted per email) and Cambridge University Press (CUP)

- a. You should have received the agreement directly from CUP. The agreements were sent out shortly before Christmas 2014. In case you did not receive anything by now, please inform Ms. Cassi Roberts (CUP) by sending her a message to [chroberts@cambridge.org](mailto:chroberts@cambridge.org) and CC to me ([viktor.bruckman@oeaw.ac.at](mailto:viktor.bruckman@oeaw.ac.at)).
- b. After all authors have signed the original document, please return it to the following address, using registered priority mail service:

Ms.Cassi Roberts  
Cambridge University Press  
University Printing House  
Shaftesbury Road  
Cambridge CB2 8BS  
United Kingdom

## **2.) Book production schedule – deadlines and important dates**

- a. Please be informed that the deadline to submit your manuscript is now set to **28<sup>th</sup> of Feburuary, 2015**. This is a final deadline and it is part of the signed agreement.
- b. The review period is from March-May 2015. We will organize a review of your chapter and inform you about the outcome before End of May 2015.
- c. Where necessary (major issues), you have one month (June 2015) to revise your chapter according to the reviewer's suggestions and comments. It is absolutely necessary to submit the final version before End of June; otherwise we need to cancel the respective chapter.

## **3.) Manuscript metrics and detailed information**

It is important that you as an author strictly follow the following guidelines for your chapter. There is NO template and you are free how to arrange your contents. However, there are a

few issues that have to be considered in order to ensure compatibility among other chapters and with other CUP publications:

- a. **Abstract:** An abstract is required for every single chapter. Length: maximum 500 words
- b. **Acknowledgements:** You may include a few (max.3-4) lines acknowledgement. This is not an obligation and it should appear at the end of the chapter, before the references section.
- c. **Authors:** Make sure to indicate all contributing chapter authors at the beginning of the chapter. All contributing authors have to be registered at the book website: <http://www.oewa.ac.at/forebiom/book.htm>
- d. **Chapter length:** On average 6000 words (depends on the number of figures – less figures-more text and vice versa), so please be concise in your argumentations and try to focus in an appropriate way.
- e. **Capitalization:** For all chapter titles, headings and subheadings please use minimal capitalization. That is, only capitalize the first word and the proper nouns.
- f. **Headings and numbering:** Headings and subheadings should be numbered decimal by chapter (You can identify your chapter number here: [http://www.oewa.ac.at/forebiom/book/book\\_outline\\_FOREBIOM.pdf](http://www.oewa.ac.at/forebiom/book/book_outline_FOREBIOM.pdf), so for instance, in Chapter 10, it would be:

10.3 Biochar production systems and reactor development  
10.3.1 Fast pyrolysis reactors [...]  
10.3.2 Slow pyrolysis reactors [...]  
10.3.2.1 Kilns [...]  
*Characteristics of kiln type A...*

Please note that numbering only goes down three decimal places and so, for any further subheadings below this level, we ask that numbers not be used and that the heading is italicized instead.

The same formatting is true for figure and table numbering. Following the example above, figure 1 should be numbered as: Figure 10.1., Table 1 as: Table 10.1.. Do not use abbreviations (Fig. Tab.), this also applies to references to tables and figures in the main text.

- g. **Figures and artwork:** 5-6 black and white figures, 2-3 black and white photos, and 2-3 colour images maximum. Please try to keep this number at a minimum that is necessary. All figures have to be submitted separately, in their respective original file format, e.g. figures created in MS Excel have to be submitted as excel sheets, and NOT as an image file. Try to use vector-graphics wherever possible. The minimum resolution for line figures (if not submitted as vector graphics) is 1.200 dpi, for photographs or halftone (grayscale) pictures and graphics 300 dpi. All figures must be submitted electronically (NO hard-copies!) If any figure has sub-figures (e.g. Figure 1 A, B and C), please submit sub-figures separately as well. By default, they will be arranged left-right, top-down. If you have any special requests you may draw a table in the main text, and indicate the positions of the respective sub-figures. Notions (e.g.

“1A” will be included by the publisher – please submit the raw figures only. Fonts in figures should be sans serif style (e.g. Arial, Verdana, Helvetica etc...). Please consult [http://authornet.cambridge.org/information/productionguide/stm/notes\\_on\\_figures.asp](http://authornet.cambridge.org/information/productionguide/stm/notes_on_figures.asp) if you have further questions regarding figures.

- h. **Permissions:** Authors are fully responsible to obtain written permissions for the reprint of any figure that is not their own work and/or it is published elsewhere (although it is their own work). Please keep in mind that it can take several weeks until you get a written permission. Failure to forward the written permission to the editors will lead to the exclusion of the respective figure from their chapter. All written permissions have to be submitted to the editor along with the illustration checklist, the manuscript file and the separate word file containing figure/table captions.
- i. **Tables:** Tables can only be accepted, if using built-in word tools to create them. Again, keep formatting to a minimum; do NOT create tables by using tab stop! Tables converted to graphical elements (figures) are unacceptable. Table captions have to be submitted in a separate word file, together with the figure captions. However, the actual tables should remain in the main text file. Try to omit horizontal lines – the final layout of tables will look similar to the following example:

Table 11.20. *Module parameters*

Module	Parameter	Symbol	Extent	Range
BTOP (runoff generation)	Discharge decay factor	$m$	Block	0.01~0.1
	Groundwater discharge ability coefficients	$D_{sand}, D_{silt}, D_{clay}$	Basin	0.01~2.0
	Soil freezing threshold temperature (°C)	$T_f$	Basin	0.0~2.0
	Root zone soil moisture capacity (mm)	$S_{rmax}$	Grid cell	50~1500
	Block average Manning's coefficient	$n_0$	Block	0.01~0.8
	Snow accumulation threshold temperature (°C)		Basin	-2.0~2.0
	Degree-day index		Basin	1.0~1.9
Snow	Snowmelt threshold temperature (°C)		Basin	0.1~1.0
	Re-freezing coefficient		Basin	0.01~0.09

- j. **Footnotes, End-of-chapter notes:** NO such notes are accepted, please do not use them.
- k. **Illustration Checklist:** In addition to your chapter and the figures, you need to submit an illustration checklist. It contains important information for the production as well as a full record on the permission status. The checklist form may be downloaded from: [http://www.oeaw.ac.at/forebiom/book/illu\\_checklist\\_FOREBIOM.xls](http://www.oeaw.ac.at/forebiom/book/illu_checklist_FOREBIOM.xls)
- l. **References:** For reference formatting and style, please strictly follow the HARVARD guidelines presented at the CUP website:  
[http://authornet.cambridge.org/information/productionguide/stm/notes\\_on\\_text\\_references.asp](http://authornet.cambridge.org/information/productionguide/stm/notes_on_text_references.asp)

Referencing allows certain flexibility, even within a specific style (Harvard in our case), but authors are asked to strictly follow the instructions below in order to ensure consistency among all chapters:

#### Example of a properly cited journal article:

Lehmann, J., Rillig, M.C., Thies, J., Masiello, C.A., Hockaday, W.C. and Crowley, D. (2011). Biochar effects on soil biota - A review. *Soil Biology and Biochemistry*, **43**, pp. 1812-183.

Please take note of the following details:

- Journal issue numbers should be **bolded**, e.g. **43**

- Dates of publications should be bracketed, e.g. (2011)
- Journal and book names should be in maximum capitals and italicized , e.g. *Soil Biology and Biochemistry*
- Referencing multiple authors: use “and” between the second-last and the last author, e.g. Lehmann, J., Rillig, M.C., Thies, J., Masiello, C.A., Hockaday, W.C. and Crowley, D. In case there are more than 6 authors, write the first three authors, followed by *et al.* (*et al.* is italicized)

**Example of a properly cited book article:**

Fengel, D. and Wegener, G. (1984). *Wood: Chemistry; Ultrastructure; Reactions*. Berlin, New York: Walter de Gruyter.

Please take note of the following details:

- First comes the place where a book is published, then the publisher, separated by a colon, e.g. Berlin, New York: Walter de Gruyter.
- If the entire book is cited (not just a chapter), NO page numbers are required (see above case)

**Example of a properly cited online resource:**

Pooma, R. (2006). *Encyclopaedia of Plants in Thailand*. [online] Available at: [http://web3.dnp.go.th/botany/detail\\_wordsci.aspx](http://web3.dnp.go.th/botany/detail_wordsci.aspx) [Accessed 10 July 2014]

#### 4.) Manuscript submission

Only Word-files are accepted, using standard Word fonts (Times New Roman, Arial, Calibri). Please do not use excessive formatting, only plain text and headlines. Text and figures should be submitted separately, and put a comment e.g. <insert figure x here>, or a table if there are sub-figures (Figure 1A, Figure 1B...), in the relevant place in the text. Tables may remain in the text at their appropriate location. Figure and table captions should be submitted separately in a section at the end of the text file. Tables may be submitted directly in the main text.

Please submit your manuscript to the editor by email ([viktor.bruckman@oeaw.ac.at](mailto:viktor.bruckman@oeaw.ac.at)). If you have large files (e.g. a number of photos or graphics) and the total size exceeds 20MB, please consider splitting your message.

#### Submission checklist

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*Original manuscript in MS Word format,*

about 6000 words, no formatting, Headings with minimal capitalization, numbering decimal by chapter, up to three decimal places, followed by sub-headers that are italicized. Tables and references are included in the main text file. Clearly indicate appropriate place for figures, e.g. “[Insert Figure 10.1 here]”!

*Separate MS Word files*, containing all figure and table captions, e.g. “Table 10.1. Feedstocks for pyrolysis...”

*All figures in original file formats*

Make sure to submit figures in reasonable resolution (details above). Original file format means that if you use e.g. MS Excel charts, you need to submit the actual Excel sheet containing the figure. In general, vector formats are preferred – please provide them where possible.

*The complete illustration checklist*

You may find the illustration checklist here:

<http://www.oeaw.ac.at/forebiom/book.htm>. Please provide it along with your manuscript – it must be complete, otherwise we will return it for a review. It is of utmost importance to get permission if it is not your own figure, or if it is published elsewhere. In such a case we need also the written permission of the respective publisher!