

1. Text

- 1.1. The manuscript should be typed in Word format and supplied digitally. Make absolutely sure that you send us the final version of your manuscript. The following instructions, given for Word, are valid for all other word-processing programs:
- Type your text with Word's hyphenation off. Do not type hyphens at the end of a line; use Word's Soft Returns.
 - Never indent after a heading or when beginning a new paragraph. Use a Hard Return after each paragraph. Do not separate paragraphs with an extra Hard Return. In this way, each paragraph is preceded and closed by one Hard Return.
 - You can use bold and italic fonts.
 - **Do not use 'hidden text'** such as Endnotes, Footnotes, Index entries, Figure Boxes, Links, Hyperlinks, Bookmarks, References or Table Boxes. **Provide us with plain text only.**
- 1.2. Each manuscript should be preceded by a separate title page showing the exact title and the first name(s), middle initial(s), and surname(s) of the author(s), including the affiliation, and the e-mail address to which the proofs should be sent.
- 1.3. Subdivisions in the manuscripts should be as simple as possible. If a manuscript is divided into sections and subsections, use Arabic numbers to indicate the various sections. Subdivisions of sections should be limited to only three levels whenever possible. Example of three levels:
1.
 - 1.1.
 - 1.1.1.
 - 1.2.
- The first letter of each heading should be in capitals, the rest in lower case. Never type your headings in capitals only.
- 1.4. Copyright permission must be obtained for any table, diagram, or illustration to be reproduced.

- 1.5. In the text, tables and figures should be referred to by number.
- 1.6. Use SI units (Système International d'Unités) of measure. Non-standard abbreviations should be placed in parentheses after the full word or term the first time they appear. Use abbreviations sparingly.
- 1.7. In the text, reference numbers (not authors' names) should be used. Just type the numbers, in superiors, do not underline, do not put the numbers in parenthesis and do not use the Endnotes function.
- 1.8. Use the American spelling ('harbor' instead of 'harbour' 'realize' instead of 'realise', etc.). Distinguish between o (oh) and 0 (zero), and between l (el) and 1 (one).

2. References

- 2.1. Type the reference list on a separate page in order of appearance in the text. The list should be entitled 'References'. Each reference should be numbered in order of its first appearance in the text and should be typed as follows:
- *article in journal*
Obana A, Miki T. Photocoagulation through retinal edema using three different wavelength lasers. *Lasers Light Ophthalmol* 4:103-110, 1991
 - *book*
Geijssen HC. *Studies in Normal Pressure Glaucoma*. Amsterdam/New York: Kugler Publications 1991
 - *book in series*
Biggio G, Costa E (eds.). *Benzodiazepine Recognition Site Ligands: Biochemistry and Pharmacology*, *Advances in Biochemical Psychopharmacology*, 38. New York: Raven Press 1983
 - *article in book*
Gibson WPR, Kaufman Arenberg I. The circulation of endolymph and a new theory of the attacks occurring in Ménière's disease. In: Kaufman Arenberg I

(ed.). Inner Ear Surgery, pp. 17-23.
Amsterdam/New York: Kugler Publications
1991

- 2.2. All abbreviations should be typed without periods.
- 2.3. The titles of the journals should be abbreviated according to the recommendations of the Bibliographic Guide for Editors and Authors, American Chemical Society (1974).
- 2.4. The accuracy of the references cited is the responsibility of the author.
- 2.5. Reference lists should only include publications cited in the text.

3. Figures

- 3.1. Figures (diagrams, graphs, photographs, and electron micrographs) must be of high quality and numbered consecutively with Arabic numerals. Do not incorporate figures in the text, but supply them separately. Try to submit all figures in approximately the same size so that each will have a common reduction and a consistent final size. Please bear in mind that all figures should have a resolution of at least 300 dpi with CMYK colors (not RGB). Use TIFF, JPG, PSD formats. Do not embed your figures in another file, such as PowerPoint, or PDF.
- 3.2. Lettering should be limited as much as possible; when used, it should be in lower case, not in capital letters. Lettering and symbols in all figures should be clear, of even density and of consistent size.
- 3.3. Symbols, abbreviations and spelling in the legends should be consistent with the text.
- 3.4. When special symbols are used in a figure, their key should also appear in the figure, not in the figure's legend (title). Do not

incorporate the legend (title) in the figure itself.

- 3.5. When magnification is to be indicated, if possible do so with a scale line on the photograph or original itself rather than in the legend (as most of the photographs have to be reduced by the lithographer, the magnification indicated in the legend will not apply in the final book).
- 3.6. The legends of the figures should be typed under a separate heading at the end of the article. Start the legend with the figure number, e.g., 'Fig. 1. This is figure one.'

4. Tables

- 4.1. Do not incorporate tables in the text, but supply them separately. Place the table number (Arabic, not Roman) and the title at the top and type the title in lower case letters. If symbols or abbreviations used in the table have to be explained, type this legend at the bottom of the table. Please do not link the table reference in the text to the table.
- 4.2. Each column of the table should have a heading (in lower case), and units of measure in tables should be indicated in these column headings. Do not type spaces between the columns of a table. To separate the columns of a table, use tabs only.

5. Copyright

Please provide a filled out copyright release form when submitting your manuscript.

6. Submission and Deadline

Please submit your manuscript before June 7th 2012, to: info@kuglerpublications.com.



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