Series: 'Notes on Fluid Mechanics'

GUIDELINES FOR THE PREPARATION OF CAMERA-READY MANUSCRIPTS FOR PROCEEDINGS (p1 to p4)

1. **Typing area.** The editor of the proceedings supplies special paper with the typing area outlined. The correct typing area is $160 \times 245\text{mm}^2$. Text-system printout must adhere to this.
   Make sure the typing area is completely filled. Set the margins so that they precisely match the outline and type right from the top to the bottom line. Figures must be completely within the typing area.
2. **Type** If you are writing your text on an ordinary type-writer, always use a carbon ribbon. Best results will be achieved by the use of TeX/LaTeX.
   If possible, use 'Times Roman' as typeface at 12 pt.
   As a rule of thumb, the smallest (capital) letters used should not become smaller then 2 mm after reduction to 75 percent.
3. **Line spacing** should be 14.5 pt = 5mm. Start on top of the page and leave sufficient space for the title to stand out clearly.
   Paper **title** and **headings** must be centered, **sub-headings** be placed to the left.
   Place name and complete **address** below title.
   Start with a 10 line **Summary.**
   However, do not use a new page for the beginning of subdivisions of chapters. Leave three lines blank above and two below headings of such subdivisions. Make sure headings of equal importance are in the same form.
4. **Footnotes** should be avoided. In exceptional cases, place them at the foot of the page, separated from the text by a line 4 cm long, and type them in small typeface (10 pt) with 12 pt space between.
5. **Symbols.** Anything which cannot be typed may be entered by hand in ink. A fine-tipped rapidograph is suitable for this purpose; a good black ball-point will do, but a pencil will not. Do not draw straight lines by hand without a ruler, not even in fractions. Carelessly written formulae may lead to the rejection of the manuscript.
6. **Equation Numbers** are to be placed to the right in round brackets ( ). Use punctuation marks in the equations.
7. **Emphasis.** Words to be emphasized are to be typed in italics.
8. **Literature References.** These should be placed at the end of the paper. Type them with 10 pt typeface in 12 pt (= 4.1 mm) line spacing and start each reference on a new line. In the text cite them in square brackets [ ].
9. **Figures.** Mark spaces in the text to fit any figures to be inserted and add two lines of spacing above and below them.
   Type legends to figures in small typeface (10 pt) with 12 pt (4.1 mm) spacing and place them on the page <u>below</u> the figures. Leave three blank lines before continuing the running text.
   Use for the figures either original line drawings or positive copies. Check that lines and points on copies are uniformly black. Paste them into the spaces left for this purpose. When positive copies are used, please attach the originals. Letters or numerals on figures should be about 3 mm high, but in any case not smaller than the characters on the text system.
10. **Tables.** Frame tables completely. Put the table caption single spaced <u>above</u> the table. Place them into the text like the figures (item 9).
11. **Pagination.** Number pages in the upper right hand corner outside the typing area in light blue or green crayon only. The final pagination will be done by the editor of your volume.
12. **Corrections.** When corrections have to be made, cut the new text to fit and paste it over the old. White correction fluid may also be used.
    Never make corrections or insertions in the text by hand. If the typescript has to be marked for any reason, e.g. for temporary page numbers or to mark corrections for the typist, this can be done very faintly with blue or green crayon but no other colour, and outside the typing area.
13. **Number of pages.** Do not use more pages for your paper than have been allotted to you by the editor.
14. **Packing.** To avoid damage in the mail, cover the manuscript with cardboard. Send it as soon as possible to the editor.

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