

WUP – Recommendations for manuscript creation



Text:

➤ Consistency:

Please be mindful of the consistency regarding spelling, punctuation and highlighting during the writing process of the manuscript.

➤ Spelling:

We recommend you to use either British English or American English spelling. The consistent spelling of e. g. technical terms or compound words throughout the document is important.

➤ Punctuation:

Frequent mistakes with punctuation are missing periods, inconsistent punctuation marks in enumerations, inconsistently used hyphens, missing or unnecessary blank characters and many more.

Our recommendation:

- Figure or table captions consistently with or without a period at the end.
- Especially in English many hyphens are distinguished by different lengths. Please use them in a consistent manner.

➤ Hyphenation and breaks:

Since the page format for our final printed version differs from your manuscript, the breaks and hyphenations will move. Please avoid correcting automatic hyphenation manually. Especially do not manually add hyphens.

➤ Citation style:

Please use a citation style that is common in your discipline and use it consistently. We recommend to use a literature management programme to you.

➤ Links, DOI and URN:

Persistent Identifier like DOI (Digital Object Identifier) or URN (Uniform Resource Name) are used to keep scholarly publications permanently citable. We recommend using these and other kinds of permalinks for quotations instead of URLs, especially to ensure that the electronic version contains proper linking in the long term.

I. e.

<https://doi.org/10.25972/WUP-978-3-95826-169-3> or

<https://nbn-resolving.org/urn:nbn:de:bvb:20-opus-243936>

instead of

<https://opus.bibliothek.uni-wuerzburg.de/frontdoor/index/index/docId/24393>

➤ Positioning of figures and tables:

Our goal is a harmonic arrangement of figures and tables throughout the document. Please avoid formulations like “can be found in the figure above/below”, since the position could possibly be changed later on.

➤ Proof-reading:

If you read a text frequently, you begin to oversee mistakes. Our recommendation: “Read” your manuscript from back to front or change the font for a fresh view.

➤ Recommendations for manuscripts in Word:

Please use style sheets in Word to format important parts (headings, running text, footnotes etc.) while creating your manuscript. Thereby you can transform your manuscript for print with our Word style sheets by using the “Find and Replace” function later on.

To make sure that the font is printed in black properly, please use 100% black (RGB 0-0-0, CMYK 0/0/0/100) only.

Figures and tables:

➤ Quality of figures and tables:

Please make sure that the figures and tables have the highest quality that is possible. We recommend to keep a backup of your original files and file versions for later editing (e.g. vector graphics in .eps-format).

We recommend:

- File type: preferably without compression for example .tiff, otherwise .jpg (max. quality)
- Resolution: min. 300 dpi, line drawings 1200 dpi
- Colors: CMYK
- Line weight: 0.5 pt., min. 0.25 pt.
- Grey scale: min. 20 % black
- The text within figures and tables has to be readable and complete.
- Font: Sans-serif (for example Myriad Pro, Arial, Calibri or Helvetica), font size at least 6 pt.
- Figure size: To avoid problems when transforming the manuscript version to our version for print please keep in mind our maximum figure size:

Format 17x24 cm	Width 128 mm	Height 190 mm
Format 15,5x22 cm	Width 113 mm	Height 170 mm

➤ Figure copyrights and other rights:

Please clarify already during your writing process, if figures from other sources may be used by you. Also pay attention to personal rights of depicted people; if necessary please re-touch the pictures. Always quote the source of the figures. For your own sources we recommend you to use: “Source: own figure.”

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