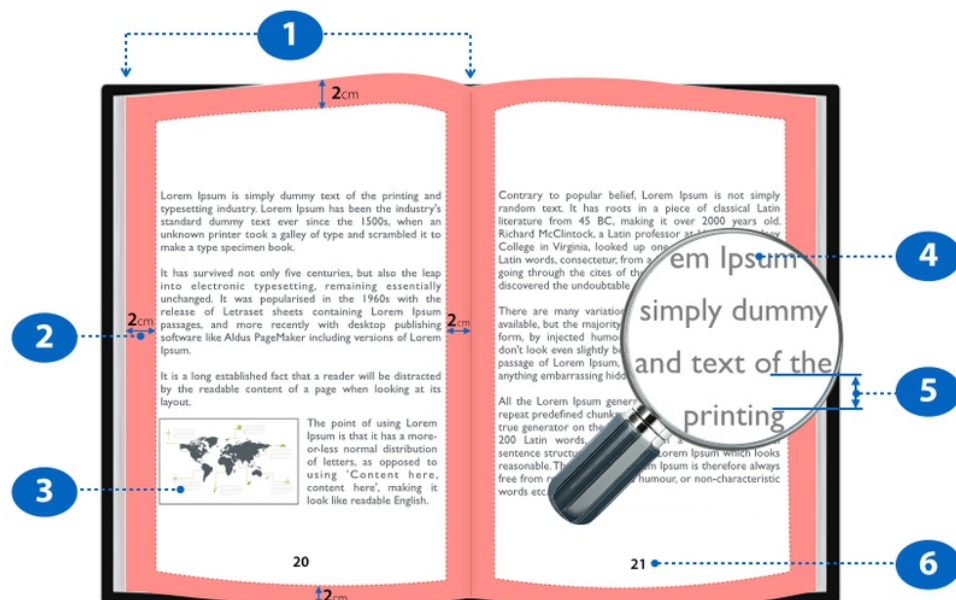


Formatting your manuscript



☒ Your manuscript will be printed in **black and white** and should comply with the following checklist:

1) File format

Is your manuscript file in PDF format?
(Instructions:
www.omniscryptum.com/downloads/pdfcreator.zip) ☐

Are all pages in DIN A4 (210x297mm) portrait format? ☐

3) Illustrations / Graphics

Do your illustrations and graphics have a minimum resolution of 300dpi? ☐

Is the font size in your illustrations and graphics at least 10pt? ☐

Do your illustrations, graphics and page numbers respect the margin size? (see point 2, "Margins") ☐

5) Line spacing

Is the line spacing between 1.15 and 1.60 (for footnotes / illustrations at least 1.0)? ☐

2) Margins

Did you set the margins' size for the body text, footnotes, illustrations and page numbers according to the number of pages in your manuscript?

- > Up to 140 Pages: 2 cm
- > Up to 390 Pages: 3 cm
- > Above 390 Pages: 3.6 cm

4) Character set

Are all used font types embedded?
(we recommend Arial or Times New Roman) ☐

Is the used font size for the body text at least 14pt? ☐

Is the used font size for headlines at least 16pt? ☐

Is the used font size for footnotes at least 11pt? ☐

6) Page numbers

Is the pagination continuous and consecutive (no missing pages or page numbers)? ☐

Is the alignment of page numbers centered on top or bottom? ☐

Do the Table of Contents and Chapter 1 start on an odd-numbered Page? ☐

Others

Does the manuscript contain a table of contents? ☐

Are title, certificate or statutory declaration pages (if any) removed? ☐

-> 1st page in PDF = right side in book
-> 2nd page in PDF = left side in book
-> etc