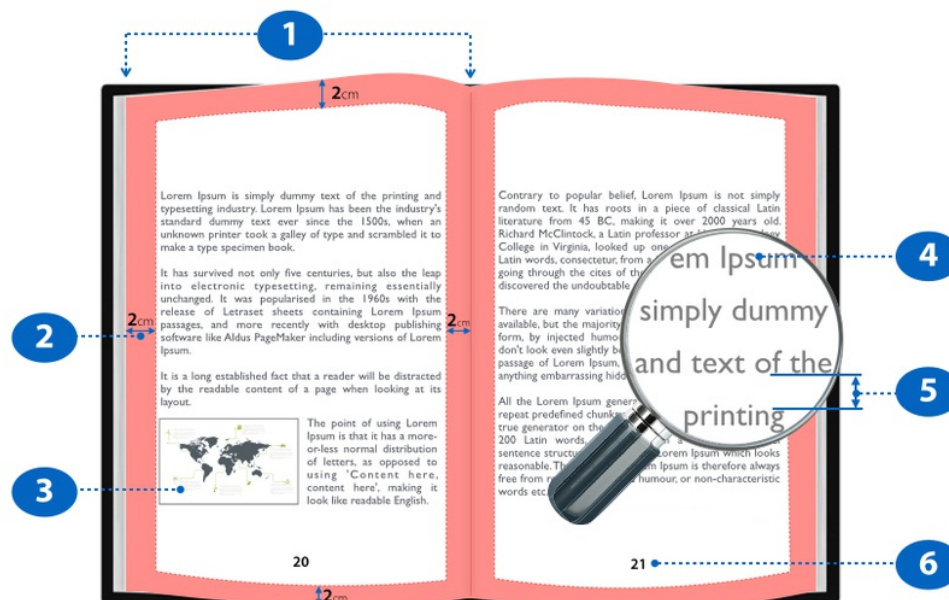


Formatting your manuscript



☒ 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)



3) Illustrations / Graphics

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



5) Line spacing

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



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



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")



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?



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?



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



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