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- Tables
- Figures positioning
- Maximum 256 pages and 80 figures and/or tables.

We prefer to receive the files in the following way:

1. One Word document including all texts, figure legends, and tables
2. One pdf file of the file mentioned above
3. A folder containing all figures
- 3a. A folder containing supplementary figures (if available)
4. ATTENTION: Send us final files that have been thoroughly checked!

Additional information on the previous 4 steps:

1. One Word document including all texts, figure legends, and tables. The tables and figure legends may be placed at the approximate correct locations or after the chapter (in principle, similarly as you have sent to the committee). The text should have a structure. Accordingly, the distinction between main headings and sub-headings should be clear.
2. We ask you to convert the Word file into a PDF file according to the specifications (see chapter 5 of our manual).

You can leave all figures, images, and tables in the text. Please, send us also these items separately.

3. It is important to convert the source file into a pdf file that is in accordance with the specifications, in order to ensure the quality of the images (see chapter 5 of our manual). If the source file is no longer available, you can submit files with .ai, .eps, .tiff or .jpeg formats. Be aware that the resolution should be at least 300 dpi at true size. We check this when you submit your files. We notify you when we receive files that do not meet this requirement. You can decide to act accordingly or to do nothing. In any case, the results can be carefully checked in the book sample. The figure numbers should be labeled as follows: H1.1, H1.2, H1.3, H2.1, H2.2 etc.
- 3a. For supplementary material, we locate this in accordance with the position you have given in the Word document. Please, add "sup" to the name of the supplementary files. Thus, sup H3.1, sup H3.2 etc.
4. It is very important that the files are final and carefully checked. When we are processing the files, it is no longer possible to submit a new file. The service package includes one hour for making adjustments and corrections (including authors correction). When the files are final, this is usually sufficient. In case we need to work much longer than one hour, we subsequently charge you € 69,- for each extra hour.