

Author Guidelines

Publication process

- 1. Quotation:** Please contact us in order to receive a customized offer. We charge you for the copies you need as well as any additionally booked services only. There are no fixed rates for publication, no printing cost subsidies for marketing copies or any other additional cost. Please provide us with the following information so we can prepare an individual offer:
 - a. How many pages does your book have?
 - b. How many of these should be printed in colour?
 - c. How many copies do you need for your personal use? Please refer also to the information on the [obligatory copies and publisher's copies](#) and possible specifications of your professorial chair (e.g. copies for the Freundeskreis (WZL and IPT) or copies for your faculty library).
- 2. Test print:** First, a free test print will be made. Please note that the test print is necessary for the evaluation of the print quality. All content work should be finished at that time. In order to produce the test print we need the written confirmation of your order and the following data:
 - a. The body of the book in PDF format (via e-mail, USB flash drive, CD/DVD or Gigamove).
 - b. A summary for the book cover (max. 2500 characters including spaces).
 - c. An abstract for marketing purposes (max. 500 characters including spaces).
- 3. Print approval:** You will receive the test print and should check the print quality of the book. If you discover any deficiencies or defects, please inform us so we can determine the cause and adjust if necessary and possible. If alterations regarding the printing data are necessary, another chargeable test print will be produced. Otherwise, you will give us print approval for the total edition.
- 4. Total edition:** After we have received your print approval and the signed author's agreement, the total edition will be produced. Upon arrival you will receive the desired copies (collection or delivery) and we will admit your book into our distribution system and, where agreed, take care of the delivery of your obligatory copies.

Timeframe

The production of the test print can take up to 2 weeks; the completion of the total edition generally takes place between 2 (softcover) and 3 (hardcover) weeks. Please remember to schedule time for the evaluation and approval of the test print on your part.

In case of time-critical projects (e.g. conference proceedings) we always recommend a lead time of about 6 weeks, so that there is enough time for, if necessary, required corrections or an additional test print.

Obligatory copies and publisher's copies

Next to the author's copies for personal and non-commercial use, the total edition contains the necessary obligatory copies and 10 publisher's copies.

Example: On publishing a dissertation at the Faculty of Mechanical Engineering at RWTH Aachen through a publishing company, 24 obligatory copies (14 for the university library, 10 for the Dean's Office) and 10 publisher's copies are needed.

The **publisher's copies** will be sent to various national libraries by Apprimus in order for the publication to meet the requirements of the VG Wort. All spare copies will be used as review copies or display copies by the publishing company.

Unless otherwise agreed, the authors will take care of the delivery of their obligatory copies. The delivery to the libraries and, if applicable, the reviewer/s will be carried out by the publishing company.

The publishing company guarantees the availability of an adequate quantity of **sales copies** and issues a certificate accordingly, as required by various promotion regulations.

Supplementary regulations for dissertations at the Laboratory for Machine Tools and Production Engineering (WZL) of RWTH Aachen University and the Fraunhofer Institute for Production Technology (IPT): The WZL Freundeskreis will receive 30 copies of the dissertation which are ordered in addition by the publishing company. The billing of the subsidy will be done by the publishing house directly with the WZL Freundeskreis. Only if the costs exceed the fixed limit of the grant, there will be additional costs for the author. Generally, the additional costs are cleared by the increased total edition.

Supplementary regulations for dissertations at the Institute for Industrial Management at RWTH Aachen (FIR): The FIR library receives 10 copies at the expense of the author.

Formatting and pagination

For the printing the dissertation needs to be in PDF in the **format** A4 or A5. The **font size** should be 12 (A4) or 11 (A5).

When **generating your PDF file**, please make sure to choose the highest quality level (e.g. "high quality print" instead of "standard"). Avoid quality levels such as "online/web publishing" and graphic compression.

The **body of text** should be positioned in unison (front and back). The page margins in the top, the bottom and the outsides should be ca. 2 cm and ca. 2.5 to 3 cm on the insides. The **headlines** of your work should be congruent and mirrored. Page numbers are positioned on the outside, i.e. on the right side on odd pages and on the left side on even pages. Your manuscript has to contain a table of contents, a list of tables and a list of figures.

The lists should be numbered with Roman **numerals** (i, ii, ...). Starting from the first content page (usually the first page of the introduction) the pages are numbered in Arabic numerals (1, 2, ...) starting with 1. The pages before the lists (front page, publication details, preface etc.) are not numbered.

The **odd** page number in the headline is on the right side always. Chapters/ captions of the first order are placed on an odd page always. All pages are to be numbered consecutively. Any existing appendices are to be numbered accordingly. Blank pages should not contain page numbers or headers/ footers.

Images

Pixel graphics (e.g. photos) should have a suitable resolution of at least 300 dpi (*dots per inch*). Please note that the resolution of an image generally depends on its print size.

Example: If you create an image with a height and width of 1 cm each with 300 dpi and insert that image with a height and width of 2 cm each, the resolution will only be 150 dpi.

If possible, please always use **vector graphics** (e.g. EMF and EPS) as these are freely scalable. However, please keep in mind that the scalability is lost if you insert pixel graphics with insufficient resolution into a vector graphic (e.g. a diagram).

Please always scan greyscale images with a resolution of at least 300 dpi (greyscale mode). Logos or images that are black and white (100% black, no grey tones or gradients) should be scanned at least 800 dpi.

In order to differentiate **areas** in sketches and diagrams, shading or dot matrices should be used. The point density should be chosen such that it is not finer than 28 lpi (*lines per inch*). If you wish to highlight areas in grey, please choose a grey tone with at least 20% black (not brighter). We recommend using gradations of at least 20% (in grey tones) for pie charts and comparable images in order to clearly differentiate the areas.

Please make sure to avoid **transparencies** in your images as these cannot be displayed in the printed version and will be converted by the software. Instead use brighter colour

gradations or transfer the respective elements of your images into a higher level of the image.

Please try to avoid **fine lines** (less than 0.3 mm) in formulas and images.

Publication

The title will be published in various online bookshops (e.g. Amazon, Libri, Buch.de etc.), the Apprimus shop (www.apprimus-verlag.de) and at least 5 university libraries nationwide. As a consequence, the publication meets the requirements of the VG Wort. Additionally, the title can be ordered from stationary book stores anywhere.

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