# **Article Format Specifications**

Name of Publication: Sampling Science & Technology (SST)

# bd

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#### 1. General

Please provide the article/paper as unprotected file (no password protection) in Microsoft Word format (\*.docx or \*.doc) or as a PDF file.

Please choose a filename that clearly states the full date (format: YYYY-MM-DD), the title (may be shortened) and the status of the submitted article ("draft", or "final").

Example: "20231124-formatspecifiations-final.docx".

All submitted articles will be regarded as "final" if no status is included in the filename at the specified deadline date.

# 2. Images, Illustrations and Figures



Please provide all individual images/illustrations/figures as separate files.

Please choose the file name of the images so that a clear assignment to the article and the corresponding image number is possible (e.g. "yourpapertitle-fig-x.jpg".

The following file formats for raster graphics (also known as a bitmap image) are accepted:

- \*.jpg, \*.jpeg
- \*.png
- \*.tiff, \*.tif

The following file formats for vector graphics are accepted:

- \*.eps
- \*.ai
- \*.pdf
- \*.svg

Additionally, images created in Microsoft Office programs are accepted in the following format:

- \*.pptx, \*.ppt

If you create illustrations/figures using Microsoft Word, Excel or Powerpoint, please include the original illustration in an editable version in a seperate Powerpoint file (.pptx or .ppt). Please do not include non editable files in a Powerpoint file. Providing editable files enables the publisher to make adjustments, such as colors or fonts, to match the layout and design of the magazine.

Please provide images/photos at the highest possible resolution (e.g., original file coming for the camera), we take care of the optimization for publication.

If you add marks or highlights (e.g. arrows, circles, etc.) to photos, please also include the original image without the marks. If necessary, we can adjust markings so that they fit into the layout of the magazine and are easily readable/visible.

Our goal is to insert the images in the highest possible resolution (= pixel dimensions: width x height in pixels, for raster graphics) and at 300 DPI to ensure high quality even when printed. "Dots per inch" (DPI) is a measure of printing resolution. It tells you how many individual dots can be placed in a line within one inch. The higher the DPI, the more dots can be placed in that inch, and generally, the higher the image or print resolution.

Please provide vector graphics where this makes sense and is possible. A vector graphic is a type of computer graphic that uses mathematical equations to create shapes like lines and curves. Instead of pixels, which are tiny dots used in other types of graphics (like photos), vector graphics use points connected by lines. This makes them scalable, meaning you can resize them without losing quality. Common formats are SVG (Scalable Vector Graphics), AI (Adobe Illustrator), EPS (Encapsulated PostScript) and PDF (Portable Document Format - usually used as a container).

#### 3. Tables



Please provide tables as readable and copyable text, please do not include images of tables in the article.

## 4. Captions for Figures and Tables

All images/figures and tables shall come with a caption.

Captions are numbered within the article. The caption of a figure (e.g. image, illustration, photo, etc.) should start with "Fig. X: " followed by your caption text. The caption of a table should start with "Tab. X:" followed by your caption text.

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### 5. Titles



Please do not provide the title and chapter titles in all capital letters.

Please provide the main title of your article in "Headline Style". The following rules apply:

- Always capitalize the first and last word of the headline/title.
- Capitalize these speech parts: nouns, verbs, pronouns, and adverbs.
- Capitalize prepositions when they are used adjectivally or adverbially (for example: down in Turn Down and away in Look Away).
- Capitalize prepositions when they are part of a Latin phrase used adjectivally or adverbially (for example: In Vitro).

# 6. Spelling

Spelling should follow the rules of British English.

You can easily enable the spellchecker in Microsoft Word:

- Open your Word document.
- Select the text where you want to change the language (e.g. the full document or just a portion).
- Go to the "Review" tab in the Ribbon at the top of Word.
- Look for the "Language" group.
- In the Language group, click on the "Language" button. This may appear as "Set Proofing Language" in some versions of Word.
- A dialog box will appear. Here, you can choose the language you want to use for spell checking. Scroll through the list, select "English (United Kingdom)", and click "OK" or "Add."
- If you want to make the language change for the entire document, make sure to select the entire text before opening the Language menu.

# 7. Citations

Please use APA (American Psychological Association) style for citations. When citing in the text, include the author's last name and the publication year in parentheses. Example: (Smith, 2019).

For more information about citing in APA style visit apastyle.apa.org

To the degree necessary the editor and the publisher will see to it that all these rules are followed.



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