

## **Instructions for Authors in the Series**

### **„Dissertations in Geographic Information Science“ (GISDISS), ISSN 1869-4160**

#### **Introduction**

AKA Verlag is a STM (Science, Technology, and Medicine) publisher with a long tradition and based in Berlin, Germany. AKA Verlag takes care of production as well as promotion and distribution of books and journals in Germany, Switzerland and Austria. English language publications are co-published with IOS Press in Amsterdam, The Netherlands. IOS Press takes care of international promotion and distribution.

This document provides information about the manuscript submission procedure and gives instructions for style and layout and on how to submit the final version.

#### **1. The Procedure**

Precondition for the acceptance for publication is the grading of your dissertation with „summa cum laude“ or „magna cum laude“.The grading should be properly documented. The topic of your dissertation should match with the „Aims & Scope“ of the series (see [www.gisdiss.com](http://www.gisdiss.com)). The subject area will be checked by at least one Editor. The dissertation should be submitted within three months after the defense day. Double submissions and pre- or other publications are not allowed. For the inclusion of excerpts or illustrations from other publications, the Author needs to provide approval from the original publisher. These uses need to be properly marked to avoid plagiarism. References to the literature should be mentioned.

AKA Verlag will send a Questionnaire and a draft (standard) agreement to the author. After having received the signed contract, the production department will contact the Author about the digital version of the manuscript (see also paragraphs 5 - 7). Any questions that may arise will be reviewed with the Author. In most cases corrections and improvements are necessary to guarantee the best possible printing quality.

## 2. Terms of Agreement

Author and publisher sign a normal publishing agreement. The copyright for the work shall remain vested in the Author. The book publication carries two ISBNs for AKA Verlag and IOS Press as well as an ISSN for the series. This is important for the book trade and for library catalogues.

The Publisher shall have the right, in consultation with the Author, to sell or assign the translation and serial rights of the above work and shall pay all costs of negotiating such sales and of distributing copies of the work for such purposes. The Publisher allows the university or the institute to make the dissertation electronically available, as long as a link to the publication on the AKA website is provided.

The Author will deliver to the Publisher a manuscript in camera-ready form. The Author shall furthermore supply the Publisher with preliminary pages containing a List of Contents, possibly a Preface, and also with the completed Questionnaire for promotional purposes.

The Publisher shall produce the work with all due diligence and publish the work within four to five weeks after having received 'Imprimatur' (Approval for Printing) from the Author. The Publisher will send a complete proof of the book, including cover and preliminary pages. The work will normally be printed in black and white. Full color printing can be made and will be charged on a page basis. If the Author requests major changes in the proof stage of the manuscript, the Publisher may charge the Author to execute these changes (Author Corrections).

The Publisher decides on the paper, printing, binding, jacket and embellishments, the number and distribution of free copies and the price and terms of sale of the first or any subsequent edition. The list price normally is between 50,00 and 60,00 EUR.

For the publication of excerpts in journals or other publications, the Author has to request approval. The Publisher normally will allow for this, but will require specimen copies and full bibliographic reference to the original publication.

## 3. Author Copies

The Author does not provide a printing allowance, but supports the publication by ordering a minimal number of 30 copies with 30% discount on the list price. The

books will be shipped free of cost to one address in Europe. For overseas addresses or airmail delivery additional costs will be specified in advance. The Author is entitled to order additional copies with a discount of 30% on the list price at any time, as long as copies are available. The Author is also entitled to order other books published by AKA Verlag at this discount.

#### **4. Royalty**

The Author will receive a royalty of 10% of the list price for sales beyond 500 copies. The Publisher shall decide on any additional edition and supply 5 free copies of the work to the Author to his address.

#### **5. Manuscript**

Templates are available for LaTeX and Word®.

The Author delivers the manuscript in camera-ready form as PDF in print format (high resolution) with embedded fonts. The manuscript must, free of charge and copyright-free, include all diagrams and other material to illustrate the work in a reproducible form.

#### **6. General Layout** (Template: Font Times New Roman)

Please note that the size of the printed book is 16 x 24 cm. Select A4 as the paper size in the document settings, not Letter Size. The type area is 12.4 cm wide and 20 cm long. This area must be used to the maximum and should not be exceeded. The recommended type for running text (body text) is 10 or 11 point Times New Roman. If this font is not available, use the most similar font that you can get. For literal text, please use sans-serif fonts or Courier. Please avoid Type III fonts.

Use roman as default style, and reserve bold and italics for section headings, subsection headings, author's affiliation, and special emphasis.

The exact type area is: Top 5.5 cm, Bottom 4.2 cm, Left 4.3 cm, Right 4.3 cm., Gutter 0 cm, Header 1,5 cm.



The page headings (or running headlines) should be on the left page, section headings on the right page, page numbers on the left and right.

Use single line spacing throughout the document. Keep the abstract, running text and long captions justified; the table text, section headings and references aligned left; center only the chapter title, author's name and affiliation. Indent the first line of each paragraph by 0.63 cm, except for the first paragraph after a heading.

Headings: use initial capitals in the headings, except for articles (a, an, the), coordinate conjunctions (and, or, nor), and prepositions, unless they appear at the beginning of a heading.

Footnotes and Endnotes: please keep footnotes to a minimum. If they take up more space than roughly 10% of the type area, list them as endnotes, before the references. Please use Arabic numerals. In case of Endnotes, use the heading "Endnotes".

References: references to the literature should be mentioned in the text by Arabic numerals in square brackets and use the Citation-Sequence System.

Illustrations: do not use illustrations from the Internet! The text should include references to all illustrations. Refer to illustrations in the text as Table 1, Table 2, Figure 1, Figure 2, etc. Illustrations should be incorporated in the text. Position the tables and figures at the top or bottom of a page. Please avoid texts wrapped alongside tables and figures. Place figure captions *below* the figure and table captions *above* the table. Use bold for the table/figure labels and numbers, e.g. **Table 1.**, **Figure 2.**, and Roman for the text of the caption.

The minimum font size is 8 points and, for lettering in other illustrations, 6 points. Use only Type I fonts. Graphics should be in Encapsulated postscript (EPS) format. In case of color, use CMYK-coded EPS files.

Equations: number equations consecutively, not section-wise. Place the numbers in parentheses at the right hand margin, level with the last line of the equation. Refer to equations in the text as Eq. (1), Eq. (2) and Eq. (3).

## **7. Submitting the Manuscript**

The first four pages of the Manuscript are prepared by the Publisher. For this AKA needs:

- Title and Subtitle (possibly a Short Title for the spine)
- Name of the Author
- Current Address
- Official Data: Supervisor, Co-Supervisor, Defense Date
- University, Faculty/School
- Dissertation Number
- Other potentially relevant data

Your book starts on a right hand page, numbered v ff. All preliminary material must be in Roman numerals. The work itself starts on page 1.

For the backside of the book the Publisher normally takes the short text from the Questionnaire.

## **8. Imprimatur and Production**

The Author receives a Proof of the full cover and the book and should check this with extreme care. The Imprimatur (Approval of the Author for Printing) is mandatory and very important, as we cannot make changes or corrections any longer. After the Imprimatur the Publisher only checks the printing quality.

Normally it takes four to five weeks for the books to be printed, bound and delivered.

Not an easy job, if well done, congratulations!



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