

Instructions To Tinbergen Authors



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Some technical terms

Typescript - Entire book excluding the cover

Prelims - Beginning of the book, all pages before the main text begins (title page, contents, foreword, etc.)

Half title - Page I: title only in caps

Dissertation page - Page III - text according to the University standard

Professors' page - Page IV - names of the professors

ISBN - International Standard Book Number, *assigned by the publisher*

NUR - (Dutch standard subject classification) classification according to subject

Contents/sequence

- Prelims generally have no page numbering. If numbering is necessary use roman numerals. Pagenumbering begins at the start of the main text.
- Each new section begins on a right-hand page. If necessary, insert a blank left-hand page. Include this number in the page-count, but do not number.
- Sequence: foreword, introduction, chapter 1, 2, 3, etc., appendix(es), recapitulation, bibliography, index, thanks (if applicable), curriculum vitae.
- On page II come the words '*This book is number.....in the.....series' etc. and the designer's name + ISBN*

Layout

Keep the layout simple, logical and consequential. The author is responsible for delivery of the entire manuscript, which should be of sufficient quality that the printer can begin work without further adjustment. The quality shall be judged by Rozenberg Publishers. *The last pages must contain the list of all titles published in the Series. An updated list may be obtained from the Tinbergen Institute in Rotterdam.*

Type area: 16 x 23 cm. (Excluding the page number, headers)

In Microsoft Word the page margins would be:

Top: 2 cm - 3,5 cm

Bottom: 2,5 cm

Left: 3 cm

Right: 2,5 cm

Header: 1,25 cm - 2,5 cm

Footer: 1,25 cm

Type face: Preferable Times

Type size: *Main text*: 12-point. This becomes 10-point after 80% reduction. *Notes*: 10-point. After reduction this becomes 8-point.

Compare the results in advance by reducing (80%) a sample page on a photocopier.

Headings: Logical and consequential. Create a hierarchy.

Bold type: Avoid underlining. Use bold type and italics in moderation.

Pagination: Preferably alternating left and right at the bottom of the page.

If pages must be numbered at the top, it should be done consistently. Do not put a number at the foot of page in a new chapter; simply omit it. Pages with no text, should not be numbered - they should - of course, be counted.

Tables etc. Black lines and dots are part of the text and will therefore also be reduced to 80%.

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Planning and production

A period of 4 weeks is needed for the printing and binding of the book. If you would like to receive a (paper) proof, we need one week extra.

If possible it is advisable to deliver it sooner. The key to the planning is the date on which the book must be at the pedel, it is then possible to count backwards to the last possible date.

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