Sample Chapter

Camera Ready Manuscripts

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# Abstract

The first sentence of an abstract is critical, It is usually a brief informational statement of the major results reported in the chapter. The reader should have to go no further if the subject is of little interest to him or her. It does not include a restatement of the title. It may contain specific data. For example, a general statement that an important measurement was made is insufficient; include the actual results.

Leave three line spaces after the abstract and then begin the regular text here. Indent the first line of a paragraph by ¼ inch, including after the abstract or headings. Regular text is 14 point Times Roman (or Times New Roman), justified, one and a half line spacing. On each page, all text and figures should fit within the page margins. For A4 paper, margins need to be at least 2cm on all sides.

Avoid leaving “widows” (a widow is a single line of type at the top of a page); complete the paragraph on the same page or carry over 2 lines of text to the next page. Also avoid placing headings alone at page bottoms; at least 1 line of type should appear on the same page after a heading.

# This is a Primary Heading

Primary headings should occur in the text at intervals of 500-700 words to help the reader and to aid the indexer. Primary headings should not be lettered or numbered. The type size for primary headings should be 14 point type, and the style should be printed in boldface type with initial capital letters.

If you are not using the styles that come with the started file, you must manually add 2 lines of space above the primary heading and 1 line of space below the heading. If you are using the styles that some with the starter file, choose “Heading 1” from the styles menu, type your heading, and all the styling will appear.

## Secondary Heading

Secondary headings should be the same size as the remainder of the manuscript and should be printed in boldface type. Captitalize the first letter of major words. If you are not using the styles that come with the starter file, you must manually add 2 lines of space above the secondary heading and 1 line of space below the heading. If you are using the styles that come with the starter file, choose “Heading 2” from the styles menu, type your heading, and all the styling, including the spacing above and below the heading will appear.

Sometimes text is formatted in special ways to present information more clearly. For example, a bulleted list:

* This is the first item of a bulleted list. Add 1 blank line above the first item.
* This is the second item in a bulleted list. Do not add additional space above or below middle list items.
* This is the third item in a bulleted list. Add 1 blank line below the last item.

Text following a bulleted list is indented only if it is a new paragraph (using the “text” style) or does not indent if it is a continuation of the paragraph above the list (using the “text no indent style”).

### Tertiary Heading

Tertiary headings should be the same size as the remainder of the manuscript and should be printed in italic type. Capitalize the first letter of major words. Leave 2 line spaces above the heading and 1 extra line space below the heading. The first paragraph following a tertiary heading is indented.

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This is the first item of a numbered list. Add 1 blank line above the first item.

This is an example of a middle item in a numbered list. Do not add additional space above or below middle list items.

This is an example of the last item in a numbered list. Add 1 blank line below the last item.

Text following a numbered list is indented only if it is a new paragraph (using the “text” style) or does not indent if it is a continuation of the paragraph above the list (using the “text no indent style”).

# Equations

Whenever possible, equations should be typed so that they appear within text and without stacked elements. *Example:* (*x* + *y*)/(3*x* – *y*). When equations cannot be typed and easily read in text or when the equations must be numbered, then equations are set on a separate line, as *display* equations:

*F*(*x*,*y*) = (*x* + *y*)/(3*x* – *y*) (14)

Display equations should be centred, with one line space above and below. Equation numbers should be set flush right, in parentheses.

# References

References in text should be in parentheses in italic type on the line (*2*). All references in the Reference section should be cited in consecutive order.

1. Martin, Y. C.; Willett, P., Eds. *Designing Bioactive Molecules*; American Chemical Society: Washington, DC, 1998; p 59.

2. Vogler, B.; Klaiber, I.; Roos, G.; Walter, C. U*. J. Nat. Prod.* **1998**, *61*, 388.

3. Curry, A. S*. Advances in Forensic and Clinical Toxicology*; The Chemical Rubber Company: Cleveland, OH, 1972.

4. Hill, M.; Fott, P. *Fuels* **1993**, *72*, 525-529.

*5. Annual Book of ASTM Standards*; Standard D3370-82; American Society for Testing and Materials: Philadelphia, PA, 1986; Vol. 11.01, pp 130-139.

6. Welling, P. G. *Pharmacokinetics*; American Chemical Society: Washington, DC 1997; p 12.

# Figures and Artwork

The artwork submitted for publication in ACS books will be used as camera-ready copy. Therefore, the clarity of the printed illustrations depends in the quality of the original illustrations you provide. Please use original artwork; photocopies, pdfs *etc* are not acceptable. Please see the earlier sections, *Figures, Chemical Structures, Equations and Tables*, for more guidance, In addition, Chapter 9 of *The ACS Style Guide: A Manual for Authors and Editors*, 2nd edition, has helpful information on preparing artwork.

Figures are numbered consecutively using Arabic numerals (for example, “Figure 1”). Every figure **must** have a callout in the text.

Figures that are reproduced from other publications must have permission from the original publisher (see the section *Using Previously Published Material*.

# Figure Placement

If your word processor can generate figures within the text, this is acceptable; however, do *not* wrap text on the left or right sides of a figure. (Figure 1, below is an example of a figure on a text page.) Do not insert/paste-up photographs and do not leave space for them in the text. Make sure the type size in the figures matches the type size in the text and that the complete figure caption is included beneath the figure. Figures should *always* appear after their callouts in the text. If the figure or table will not fit on the same page as the citation in the text, bring over text to fill out the page and put the figure or table at the top of the next page.

# Tables

Place small tables (fewer than 30 lines) within the text, leaving two lines of space above and below each table. Place the table on the same page as its callout if it fits entirely on that page. Otherwise, fill the page with text and place the table at the top of the next page. Print larger tables o separate sheets of manuscript paper. If the tables are oversized, they should be reduced, as a whole, and placed after their callout See Table I as an example of table styling.

Follow these specifications for tables:

* Number all tables consecutively using single Roman numerals.
* Give every table a descriptive, short title, centred above the table in boldface.
* Use vertical columns for presenting for presenting data wherever possible and give column heads for each column of data.
* When presenting numerical data, align the decimal points; if this is not possible, centre the entry. In numbers less than one, a zero should ordinarily precede the decimal point.
* Indicate footnotes by using superscript lowercase italic letters.

Table I. Membrane Protein and Lipid Content*a*

|  |  |  |
| --- | --- | --- |
| Membrane | Protein Content | Lipid Content |
| Myelin | 18 | 79 |
| Human erythrocyte | 49 | 43 |
| Mitochondria (outer membrane) | 52 | 48 |
| Mycoplasma Iaidlawii | 58 | 37 |
| Sarcoplasmic reticulum | 67 | 33 |
| Gram-positive bacteria | 75 | 25 |
| Mitochondria (inner membrane) | 76 | 24 |

a: Units are percent dry weight.

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