



---

**SCIENTIFIC COMMITTEE ON PROBLEMS OF THE ENVIRONMENT** **EXECUTIVE COMMITTEE 2005-2008:** *President* O.E. Sala (Argentina), *Vice-President* Wang Rusong (China-CAST), *Past-President* J.M. Melillo (USA), *Treasurer* I. Douglas (UK), *Secretary-General* M.C. Scholes (South Africa), *Members* W. Ogana (Kenya-IGBP), A. Pierrot-Bults (The Netherlands-IUBS), V.P. Sharma (India), H. Tiessen (Germany), R. Victoria (Brazil)

ICSU - INTERNATIONAL COUNCIL FOR SCIENCE **SCOPE Secretariat** 51 bd de Montmorency, 75016 Paris, France  
Tel. +33 (0)1 4525 0498, Fax +33 (0)1 4288 1466 - E.mail [secretariat@icsu-scope.org](mailto:secretariat@icsu-scope.org)  
[www.icsu-scope.org](http://www.icsu-scope.org) - *Executive Director* V. Plocq Fichelet

## International SCOPE Biofuels RAP Workshop

22-25 September 2008, Gümmlersbach, Germany

---

### Author's Guide to Manuscript Preparation

These Guidelines are designed to increase efficiency of your text preparation. They address the most common concerns of authors.

Manuscripts are **due 6 October 2008**

- Finalised background chapters: Aim for 8-15 pages, not including figures and references
- Finalised cross cut chapters: The chair and rapporteur are responsible and coordinate fine-tuning within each group.
- Please email manuscripts to:
  - o Renee Santoro ([rls75@cornell.edu](mailto:rls75@cornell.edu))
  - o Bob Howarth ([rwh2@cornell.edu](mailto:rwh2@cornell.edu))
  - o Stefan Bringezu ([stefan.bringezu@wupperinst.org](mailto:stefan.bringezu@wupperinst.org))

## MANUSCRIPT PREPARATION

This is a summary of the most basic rules for preparing an electronic manuscript. These will hopefully avoid compatibility problems and make preparation of the volume easier and help us stay on the production schedule.

### Text:

- Do not use styles for formatting (otherwise we end up with impossible mixed style sheets when we merge manuscripts into a volume)
- In text citations should be parenthetical. Please **do not use numerical references**
- Do not use sections
- Use only manual formatting tabs, fonts, capitals and alignment
- Leave only one space after colons and periods
- Do not use the hanging indentation feature, always use tabs for indenting
- Do not attempt to “design” your chapter on screen. Keep the layout as simple as possible

### Units:

- Please use metric units. The primary units for energy should be joules. Other units may be included in parentheses if these help with clarity or communication. Specific questions regarding units should be directed to Bob Howarth (rwh2@cornell.edu)

### Artwork and tables:

- Figures and illustrations must be in separate files from your text
- Figures and illustrations must be in TIFF or JPEG format and **at least 600 dpi** –
- Never use metafiles for figures or tables:  
Your document must be self-contained. If you use spreadsheet or statistics programs to create graphics and cannot save them as TIFF or JPEG, copy and paste them into separate files to avoid metafile links
- Send tables in files separate from text
- If any tables need to be printed in landscape format (wide) rather than regular page orientation, send these in their own separate file
- Do not use section breaks
- Name all figure and table files to identify them clearly
- Indicate the desired positions for tables and figures in the text

### References:

Do not use brackets or quotation marks in the references. Below is what is required for books:

- Name of author or authors, editors or institution responsible for writing the book,
- Date of publication,

- Full title, including subtitle if any,
- Pages occupied in book if chapter,
- Title of series, if any, and volume number,
- Edition, if not the original,
- City of publication,
- Publisher's name.

And for periodicals:

- Name of the author or authors,
- Date,
- Full title,
- Name of the periodical (please do not abbreviate the name),
- Volume and number of the periodical,
- Pages occupied by the article.

Examples:

Alverson, W., W. Kuhlmann, and D. Waller. 1994. *Wild Forests: Conservation Biology and Public Policy*. Washington, DC.: Island Press.

Hough, J. 1988. Biosphere reserves: Myth and reality, *Endangered Species Update* 6:1-4.

Leverett, R. T. 1993. Eastern old-growth forest – A new perspective. Pp. 8-15 in *Old Growth in the East: A survey*, edited by M.B. Davis. Richmond, VT: Cenozoic Society.

**To check whether your contribution is "problem-free" we suggest you try the following:**

*For text:* Rename your text and save in "text only" format. Open the resulting file anew. If it shows obvious problems other than the loss of formatting, it will likely cause problems during production.

*For figures:* Rename and resave your figure files, reopen and try to resize them. If the resulting files lose clear fonts, dissolve into bitmaps or do other strange things, we will also have problems with them.

*Reminder:*

Background chapter ZODs are posted on the Source Forge Wiki.