



A.A. Balkema Publishers



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SUBMISSION OF ARTWORK

(Where possible) always submit your images both digital as on hardcopy.

LINE ART IMAGES

- Please send in as Black & White TIFF files, with a minimum resolution of 800 dpi.
- Please send in as EPS files, absolute minimum line width of 0.5 pt, preferred minimum line width of 1 pt. Do not place bitmap images within the EPS file, but send these in as TIFF instead, as indicated above.

Note: Please note that when graphs are produced in software such as Word or Excel, the default is to display the graph lines in color. These types of colored thin lines are difficult to reproduce, and therefore we would like to encourage the authors to submit such graphs in black & white with different types of dashed lines for total clarity.

HALFTONE IMAGES

- Please send in Greyscale TIFF files, with a minimum resolution of 300 dpi, or 500 dpi when it includes lettering.

COLOR IMAGES

- Please send in color images as CMYK encoded (not RGB encoded; **note 1**) TIFF or EPS files with a minimum resolution of 600 dpi.
- If you are only able to send in JPEG files, please make sure that these are saved at the highest possible quality, with absolute minimum compression. (Please see **note 2** below).

Note 1: Please note that RGB encoded color images will allow for more colors than CMYK encoded images, which you can reproduce (on paper). These are only good for online purposes and CD-Rom/interactive productions.

Before printing these images need to be converted to CMYK, and colors may appear slightly different.

Note 2: JPEG files can sometimes present problems as the compression algorithm used throws away some of the image information every time you "save" the file. When such a file needs adjustments, then more information will be lost the next time the file is saved. Therefore we would like to encourage authors to send in their files in TIFF (or EPS) format instead of JPEG.

Also make sure when images are embedded in Word to always send the original images (Hardcopy and or TIFF/EPS files) along with the Mss.

Images embedded in Word are not suitable for reproduction.

GLOSSARY

RESOLUTION

The number of pixels that can be activated on-screen at one time, expressed in the horizontal value by the vertical value (e.g., 1024 by 768).

BITMAP IMAGE

A graphic image stored as a specific arrangement of screen dots, or pixels. Web graphics are bitmap images. A graphic, which is defined by specifying the colours of dots or pixels, which make up the picture. Also known as raster graphics. Common types of bitmap graphics are GIF, JPEG, Photoshop, PCX, TIFF, Macintosh Paint, Microsoft Paint, BMP, PNG, FAX formats, and TGA.

BITMAP (2)

A bitmap is an image format that defines an image only in terms of black and white. A bitmapped image is used normally for line art because its elements can only be black and white, unlike a greyscale image. In general, a bitmapped image will require a higher resolution to render good quality line art (1000 dpi or higher). A bitmapped image is also known as a 2-bit image. A bitmap image uses a grid of individual pixels where each pixel can be a different colour or shade. Within the pixel, the colour is solid. In order to simulate a halftone, each subsequent pixel can have a slightly lighter or darker colour. Whenever the resolution is too low (or the graphic is enlarged too much), a pixel-oriented graphic becomes jagged.

CAMERA READY ART

Material given to the printer that needs no further work before being passed on to the camera department. Camera copy should be clean, free of glue or trash, flat, and printed in dark ink. Laser prints, printed material, and other good quality originals can be considered "camera-ready".

CMYK

Stands for the colours Cyan-Magenta-Yellow-Black. In print design, colours are defined as a percentage of each of these 4 colours. For example, the CMYK abbreviation for the colour black would be 0-0-0-100. In contrast, display devices (i.e. computer monitors) typically define colours using RGB.



CMYK (Cyan, Magenta, Yellow, Black) (2)

CMYK stands for the four-colour printing process (process printing) that uses the standard inks Cyan, Magenta, Yellow and Black. It is also known as subtractive colour. The colour black is achieved by the presence of all inks. All colour work submitted to Swets & Zeitlinger Publishers is ideally saved as a CMYK file. Basically, each colour can be achieved by using Cyan, Magenta and Yellow, where Black is used to give correct neutral tones and to add detail.

COMPRESSION

A method of packing data in order to save disk storage space or download time. JPEGs are generally compressed graphics files. Compression is a technique to make a file or a data stream smaller for faster transmission or to take up less storage space.

DPI

Stands for dots per inch. DPI specifies the resolution of an output device, such as a printer or printing press machine. Print resolution usually runs from 300-1200 dots per inch on a Laser Printer and 125-225 dots per inch for photographic images on a print brochure. (For information on input device measurements see ppi).

DPI (2)

(or PPI) Dots-per-inch (or Pixels-per-inch) stands for the number of pixels that are defined within the boundary of an inch, and is often referred to as the resolution of the image. The more correct term is pixels-per-inch, but dots-per-inch is still used widely.

DUOTONE

A common printing technique by which a halftone is printed in two ink colours-most often black and another colour (screen angles 45 degrees apart).

EPS.

ENCAPSULATED POST SCRIPT. A standard format for saving object-oriented graphics. Some common packages that support EPS files are Illustrator, Freehand, and CorelDraw!

EPS. (2)

EPS stands for the Encapsulated PostScript format from Adobe. An EPS file is an image that has been created using the language of PostScript, and is generally resolution-independent because it has been created using vectors (unless it contains an 'embedded' bitmap, like a TIFF file, then the TIFF file's resolution is restricted by its dpi). Because it is the vector that draws the image, the computer can draw the image at any resolution. The computer can thus determine at what resolution it is to draw the image (or portion of the image) on the printing device to which it is connected. An EPS file is normally used for combination artwork or charts and graphs. Generally, an EPS file cannot be edited reliably in any other program than that which created it. An EPS image may contain actual text. To avoid having font conversion problems, please make sure that the texts within the EPS are replaced by outlines (this is normally an option in packages such as Adobe Illustrator).

GIF

Stands for Graphics Interchange Format. GIF images are the most widely used graphic format on the web. GIF images display up to 256 colours.

GIF (2)

GIF stands for 'Graphic Interchange Format'. This is an image format that is geared specifically towards computer screen representation. Its resolution is thus normally very low (72 dpi, or that of your computer screen), making it undesirable, or sometimes even unusable, for printing purposes.

GIF (2)

GRAPHICS INTERCHANGE FORMAT. Compressed bit-mapped or raster graphics, limited to 256 colours. Current popular use is for web pages.

FOUR COLOR PROCESS

The four basic colours of ink (yellow, magenta, cyan, and black) which reproduce full-colour photographs or art.

HALFTONE

Picture with gradations of tone formed by dots of varying sizes. This process is used to reproduce art such as photographs or continuous tone drawings.

GREYSCALE

Greyscale stands for an image type that defines how the information in the image is to be stored and imaged. A greyscale image is sometimes referred to as an eight-bit image. This format is generally used for halftones because it stores the information for each pixel as a level of grey. There are 256 levels of grey in a halftone.

HARD COPY

A paper printout of a file from a disk. Usually requested from customers who are providing their own keystrokes on a disk.

JPEG

Stands for Joint Photographic Experts Group. File format for full-colour and black-and-white graphic images. JPEG images allow for more colours than GIF images and are usually smaller in size.

JPEG (2)

Joint Photographic Experts Group. A compressed file, usually of a photograph, that reduces the amount of data needed to display a full-colour bitmap. Usually results in loss of quality. Also used for web pages.

PICT

Another type of image format. A PICT file can contain black and white, colour, or greyscale information, as can a TIFF or EPS file. A PICT image uses a language called QuickDraw to render the graphic. QuickDraw is limited in precision and cannot contain complex curves or special text effects, making a PICT image a bad choice for image setting to film or plate. A PICT file is acceptable for laser printer or low-resolution output.

RGB (Red, Green, Blue)

Colour process used by computer displays. The presence of all three colours as light waves is perceived by the eye as white; the absence of light is perceived as black. This is also known as additive colour. RGB colour is very different from CMYK colour. The amount of colours that can be generated by RGB mode is much larger than those that can be generated by CMYK. Although graphics created and saved in RGB display well on the Web, computer screen displays, and CD-ROM products, they can never be used in high-quality printed products. All colour artwork submitted to Swets & Zeitlinger Publishers in electronic form must be in CMYK. RIP Rasterized Image Processor. A PostScript interpreter that plots images onto output devices such as image setters and plate setters.

TIFF

Tagged Image File Format. A type of image file format, TIFF files can include colour or grayscale information. Its resolution or dpi determines the quality of the image. If the resolution is too low, the image will appear jagged or have a stair-stepped effect. Once the resolution has been determined, either by scanning or by saving in an image-manipulation software package, it cannot be upgraded or increased to improve quality. The Tagged Image File Format TIFF is a bitmap format developed for exchanging documents between different applications and platforms. TIFF is probably the most popular image format in desktop publishing. TIFF files can support 1, 4 or 8 bits of information per pixel, up to 4 channels (e.g., CMYK for four-colour printing) and various types of compression and encoding (LZW compression being the most common). TIFF files are generally reliable for printing and cross-platform conversion, but beware, some applications will not import certain types of TIFF files. TIFF files can be saved in either Macintosh or Windows formats.

WORKING FILES

Files that have been used to generate a graphic file such as an EPS file. Software applications such as Macromedia FreeHand, Adobe Illustrator, and QuarkXPress can all generate EPS files. The editable application file is normally called the working file, and will have an application-specific extension (such as PSD for Adobe Photoshop files). These types of files are also sometimes referred to as 'native files'.

Lossless Compression

In graphic design, lossless compression refers to a data compression technique where the file quality is preserved and no data is lost. Lossless compression is commonly used on GIF images, but can only reduce file size to about half of its original size. Lossy compression, by contrast, eliminates some data and can further decrease file size.

Lossy Compression

A term coined by graphics programmers to refer to a technique of shrinking file sizes by giving away some precision of detail. JPEG is an example of a file that is compressed this way. By reducing the so-called quality of a picture when you save it, you can make the file size smaller. Many photos can take a loss of fine detail before it becomes noticeable on a web page.

Guidelines to create PDF files

1.

Store CPI_AR_PDF1.7.joboptions in the following directory on your C-drive

Locally installed Acrobat Software

C:\Program Files\Adobe\Acrobat 7.0\Distillr\Settings

Network installed Acrobat software

C:\Documents and Settings\All Users\Documents\Adobe PDF\Settings

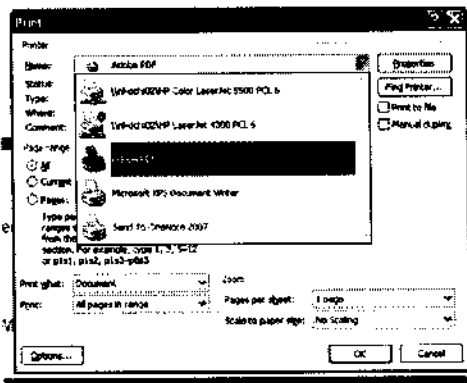
Or

C:\Users\Public\Documents\Adobe PDF\Settings

2.

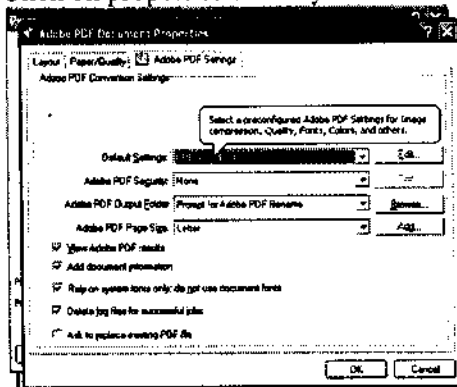
Go to the print option in the file menu and choose Adobe PDF as printer.

Screen below should be visible



3.

Click on properties before you click on OK. Screen below should be visible



4.

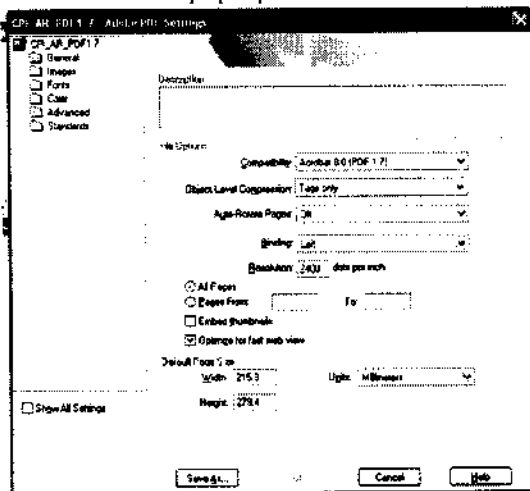
Choose CPI_AR_PDF1.7.joboptions in the default settings

5.

If you want to check if all letterfonts are included, click on edit

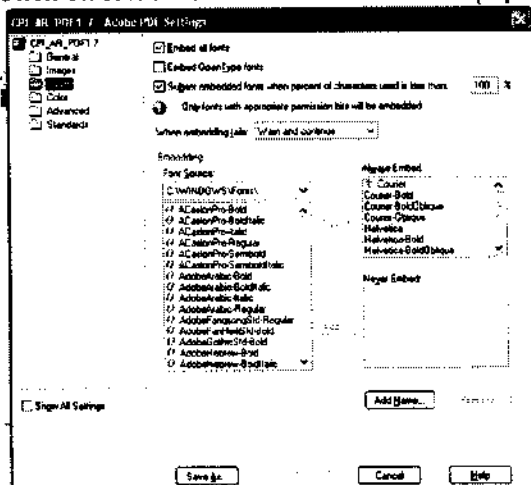
6.

This screen will pop-up



7.

Click on folder fonts and this screen will pop-up



8.

Be sure that the below mentioned 2 boxes are ticked on

- Embed all fonts
- Subset embedded fonts when percent of characters use is less than 100%

9.

If all of this is OK, click on cancel until you see the screen as mentioned under point 3

10.

Now you can click on OK. PDF file with **CPI_AR_PDF1.7.joboptions** will be generated.



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Smart and Resilient Infrastructure for Emerging Economies: Perspectives on Building Better (DII 2024)

DATE:

24-26 July 2024

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- all papers should be delivered in electronic form (MsWord or LaTeX) as well as identical Acrobat PDF file.
- the deadline for submission of full papers is 20 March 2024
- the maximum number of pages per full paper is 3 pages for keynote speakers
- the maximum number of pages per full paper is 9 pages for regular contributions
- The attached job-options (CPI_AR_PDF1.7) should be used to create the pdf file.
- Be sure that all letter fonts are included when you create the PDF file (see guidelines to create PDF files.pdf).

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Tel: +27 11 559 6417

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 - o *2 columns A4_Word.zip*>>
 - o *2 columns A4_LaTeX.zip*>>

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Before starting, make sure that you have a PostScript printer installed. Microsoft Word users should select the correct files for their printer: A4 paper size (21 x 29.7 cm, European size), or Letter paper size (8 1/2" x 11", American size). Copy the files which you will be using to a new directory and keep the original file as a backup.

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MICROSOFT WORD USERS

Start MS Word. Close the empty file which appears on your screen (Close in File Menu). Now open the file B1ProcA4.doc (if you have a printer printing on A4 size paper - European standard) or B1ProcLe.doc (if you have a printer printing on Letter size paper - American standard) (Open in File Menu). Print this document. It gives detailed instructions on how to proceed when you still have to type your paper and also when you want to use the text from an old file. After you have read the first two pages of these instructions you are ready to start.

Note that you should always use the tag "First paragraph" after a heading. For the rest of the text use "Normal, text". When importing figures always set the paragraph tag on "Figures". Figures cannot be imported on the paragraphs tag. Use only the headings 1, 2, and 3 prepared by the Publisher.

Quick start for MS Word users

1. Copy the correct template file to the template directory. The name of this directory can be found in File Locations of Options (Tools Menu).
2. Start MS Word and select the template file in "New" (File Menu).
3. Rename this new file in "Saving As" (File Menu).

You are now ready to type your paper (see 4-7 below), or/and to insert text from another file (see 8-10 below).

4. Type the correct title, author(s) and affiliation(s), and delete old text without deleting the return at the end of the line.
5. Type your abstract behind "ABSTRACT: ".
6. Type the text of the first heading and delete old text without deleting the return at the end.
7. Now type the text of your paper using tag "First paragraph" for all paragraphs which follow after a heading and tag "Normal, text" for all other normal paragraphs. Figures should be placed in paragraphs with a "Figure" tag and equations with a "Formula" tag.
8. To insert text from another file open, that file as well, select (Mouse) the text to be copied (Edit Menu), and paste (Edit Menu) it into the new file. In the Window Menu you can switch between opened files. The title, author(s), and affiliation(s) should not be copied completely. First type the first word of each line and then copy the rest of each line one by one. Copy only the text of your abstract and place it behind the word "ABSTRACT: ".
9. Check if setting of paper size and margins (Page Set Up in File Menu), and Columns (Format Menu) are still correct (see table 1 in instruction file).
10. Change the old tags for the new Balkema tags (see 7 above). Before doing this apply automatic formatting: From the Format Menu select AutoFormat and click AutoFormat now.

FINAL NOTE TO ALL AUTHORS

Please see to it that your paper has the same typography as the specimen paper enclosed, whether you used the CRC Press / Balkema templates or not. **The publisher will reduce your paper to 75% and print it in black. For this reason, please check if your figures will be legible after reduction.**

It is also very important that you submit your artwork/figures both embedded into Microsoft-Word as in a separate single file, with a preferred format of .TIFF or .EPS << **see for reference Artwork.pdf**

Please contact Mr. Lukas Goosen, Production Manager
E-mail address: lukas.goosen@taylorandfrancis.com