

Instructions for CSDL 9 Authors

Please submit a PDF file of your paper with all fonts embedded. This can be verified using the free Adobe Reader program (free download from <http://www.adobe.com>). On either the Windows or Macintosh platform open the PDF file in Adobe Reader, click on the File menu and select Properties. In the Properties window that opens, click on the Fonts tab and verify that ALL fonts are listed as embedded. Also, all color in figures and diagrams must be changed to black and white (preferably) or grayscale. Do not place any crop marks on the document. File names for the papers should ideally be in the form of the first author's Familyname.Givenname

On the **Macintosh** platform creating a PDF file from MS Word is straightforward and fonts should get embedded by default. Choose Print from the File menu, click the PDF dropdown button and select Save as PDF. It would be helpful if you would also save a second file as PostScript and send that as well.

When using Microsoft Word on the **Windows** platform the procedures differ and it is even more imperative to check that fonts are embedded because this may not happen automatically. Check your PDF in Adobe Reader as described above using File:Properties:Fonts. If any fonts are not embedded then open the .doc version of the file in MS Word, open the Tools menu and select Options. Click the Save tab, and select the "Embed TrueType fonts" check box. For more information see this website: <http://support.microsoft.com/kb/212363>

The document may need to be saved again with a new name for changes to take effect. Check the new file in Adobe Reader. Some fonts do not allow themselves to be embedded. If any fonts are unembedded for this reason please consider switching to a different font.

If you have Adobe Acrobat, unembedded fonts can be corrected by using the Adobe PDF printer to create the PDF file. Ideally, your formatting will be preserved most successfully if you have the Adobe PDF printer set as your default printer (in the Start menu under Printers & Fax) while working on the file in MS Word. Adobe has the following Tech Sheet on this and related issues:

<http://kb.adobe.com/selfservice/viewContent.do?externalId=330729&sliceId=2>
(Following step 2 will set the Adobe PDF printer as the default, and the section on "Creating PDF Files" includes instructions to "Change Conversion Settings" to embed fonts. It is also possible to use Adobe Acrobat and Adobe Distiller (which comes with Acrobat) to resolve unembedded fonts.)

For **LaTeX** users please see the following web pages for a style filemacro package and an example/template.

<http://cslipublications.stanford.edu/site/cslipubscollection.tar.gz>. Follow the example of the enclosed file, example.tex, to produce the appropriate format automatically.

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Page numbering and index generation: The following applies to accepted papers only. After revision, accepted papers will be submitted both as word documents and as PDFs, with a list of index terms. The editor will generate the index and handle pagination.

More specifically, the sequence is:

Contributor submits finalized article to editor as PDF file in correct style with all fonts embedded. Contributor also submits MS word version and a list of index terms

Editors combine chapters and preface.

Editors add page numbers and running heads to papers and generate volume index.