

## **Guidelines for the preparation of papers to be published in the workshop proceedings**

### **Tips for Creating the Manuscript**

For formatting your manuscript, use the **template** on the workshop website *Paper submission*. The template is designed to have the A4-format.

#### *Graphics*

- The manuscript's graphics should have resolutions of 600dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color.
- Graphics should be inserted into the manuscript file rather than using cutting and pasting.
- Do not link to a graphic. Instead, insert the graphic into the manuscript.

#### *Fonts*

- The manuscript must use fonts that allow embedding and subsetting (including the base fonts). Failure to embed and subset fonts is the biggest obstacle to prepare a proper printable PDF file.
  - All Type 1 fonts are embeddable.
  - Only some TrueType fonts are embeddable.
- Do not embed fonts in a graphic file.

### **Requirements for Creating PDF Files**

- **DO NOT** use password protection in the PDF file.
- All fonts, including the standard (base) fonts, must be embedded and subsetted in the PDF.
- In "Settings ->Job Options ->Compression" of Writer/Distiller set the downsampling resolution to 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color.