

# Instructions to Authors of the 'Surviving' Series

This document contains the guidelines for your Chapter. **Please note that we are very flexible regarding the article content. In addition we do not ask you to transfer full copyright of your article to us, but you must give us licence to publish.**

## What should be in your Chapter

Please ensure that you own the copyright of all data presented, or if not, that you have permission to use the data. This is discussed further at <http://www.honnao.com/AuthorInstructions/copyright.pdf>

### Text

Honnao respect our readers and do not condone the inclusion in our publications of derogatory references to race, sex, national origin, or religion. Material that is deemed offensive or insulting by the staff will be revised or deleted. We also reserve the right to edit the chapter if we deem it unsuitable for the general public in any other way.

### Illustrations and Figures

There is no restriction on the number of illustrations, photographs or figures as long as they fit within the allotted space and *we would encourage you to use as many as possible.*

## Changes

Please proof read your chapter carefully before sending it. If, after submitting your chapter, you discover that it has major errors, please contact us for permission and instructions on submitting a replacement version. Although we will make every attempt to make the switch, we cannot guarantee that the correct version will appear in the book if there are time restraints.

## Enquiries

If you have any questions about the preparation or submission of your chapter please contact [admin@honnao.com](mailto:admin@honnao.com)

Your chapter will be printed directly from the copy you provide. To ensure that all chapters in the publication have a uniform appearance, authors should adhere to the following instructions.

**HONNAO**  
PUBLISHING

# Article Formatting Instructions

## Page limit

You have a 35 page limit on your chapter and a 15 page minimum, this includes all figure and illustrations and photographs. If you need an extension on your page limit just ask!

## Style and Format

Chapters must be written and submitted on the template that can be found at <http://www.honnao.com/AuthorInstructions/ChapterTemplate.docx>

Please DO NOT ALTER the margins

## Type Font and Size

For the purpose of uniformity please format your chapter using

Text size – 10

Font – Ariel

Line Spacing – Single

Use Symbol or Lucida for mathematics. If mathematics/symbols are used, please insert them using the insert menu in Word (please **DO NOT** use shortcut keys).

## Content

### Title

The title of your Chapter should appear at the top of the first page, centered in Arial fourteen-point, bold type with a line spacing of 1.0. The author's first and last name should appear below the title, centered in Arial eleven-point. Author(s) affiliation(s), biography and contact details will be placed elsewhere in the book and are not required here.

### Text

The main body of the chapter follows the title. Please write in ten-point Arial type using a line spacing of 1.

### Headings and Sections

When necessary, headings should be used to separate major sections of your chapter. These should be Arial ten-point, bold type with a line spacing of 1.0

### Headers and Footnotes

Please avoid any use of headers and footnotes.

### In Text Citations

Please use a minimum of citations, 5 at the most

Citations within the text should be a numbered superscript to the left of the text as follows: <sup>1</sup>TEXT

### References

If you need to have references please keep these to a minimum. The references section should be labeled "**Citations**" and appear at the very end of your chapter (please do not end your chapter with references, and then insert a figure by itself on the last page). A sample list of references follows:. Please use the format for references provided.

Please prepare complete and accurate citations.

### *Sample References*

#### **Book with Multiple Authors**

Engelmore R and Morgan A eds. (1986) *Blackboard Systems*. Reading, Mass.: Addison-Wesley.

#### **Journal Article**

Robinson AL (1980a) New Ways to Make Microcircuits Smaller. *Science* **208**(1):1019-1026.

### Magazine Article

Hasling DW, Clancey WJ and Rennels GR (1983) Strategic Explanations in Consultation. *The International Journal of Man-Machine Studies* **20**(1):3–19.

### Proceedings Paper Published by a Society

Clancey WJ (1983b) Communication, Simulation, and Intelligent Agents: Implications of Personal Intelligent Machines for Medical Education. In Proceedings of the Eighth International Joint Conference on Artificial Intelligence, 556-560. Menlo Park, Calif.: International Joint Conferences on Artificial Intelligence, Inc.

### Proceedings Paper Published by a Press or Publisher

Clancey WJ (1984) Classification Problem Solving. In *Proceedings of the Fourth National Conference on Artificial Intelligence*, 49-54. Menlo Park, Calif.: AAAI Press.

### University Technical Report

Rice J (1986) Poligon: A System for Parallel Problem Solving, Technical Report, KSL-86-19, Dept. of Computer Science, Stanford Univ.

### Dissertation or Thesis

Clancey WJ (1979b) Transfer of Rule-Based Expertise through a Tutorial Dialogue. Ph.D. diss., Dept. of Computer Science, Stanford Univ.

### Forthcoming Publication

Clancey WJ (1986a) The Engineering of Qualitative Models. *Journal of Engineering*. In press.

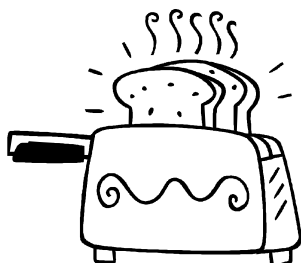
### Page Numbers

Please do not print page numbers on your chapter.

### Illustrations and Figures

Figures, drawings, tables, and photographs should be placed throughout the chapter near the place where they are first discussed. Please do not group them together at the end of the chapter.. Figures must not invade the top, bottom, or side margin areas. Figures must be inserted using your page-formatting software. Figures do not need to be numbered but they do need a title which should be placed directly underneath.

For example



**An illustration of burning toast**

This is an example of how you can place your picture in the text using tables. With the description of the picture underneath.

Leave some space between the figure, the figure title, and the surrounding text.

Captions, labels, and other text in illustrations must be nine-point Arial type.

The Figure title should be in bold

Avoid low-resolution (such as 72 dpi) screen-dumps and GIF files as they are always blurry, and often illegible when printed.

### Using Colour

Hard copies will be printed in black and white so please provide all art work as such.

### **Submission**

Please submit your chapter by email to [admin@honnao.com](mailto:admin@honnao.com)

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