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**TITLE** *THE BIOCHIPS HANDBOOK*

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## Guidelines for Preparing Manuscripts

Your attention to the following guidelines will add greatly to the efficiency with which your book can be processed and published.

1. Please double-space *all* material, *including references and legends*. Include all text files on disk, preferably in Word 6.0 for the PC. (If you do not use Word, save the document as text files.) *Note that we must have hardcopy in addition to the disk*. Submitting your manuscript camera-ready offers the advantages of faster publication and reduced chance of errors being introduced into your manuscript. If you are interested in preparing your manuscript in camera-ready form, consult your production editor for further instructions.
2. Supply figures separately; do not paste or scan them into the manuscript (unless you are preparing your manuscript in camera-ready form—see above). Figure legends should be typed as a list, not attached to the artwork or in the text, and placed at the end of the chapter in which it appears. Similarly, place each table on a separate page at the end of the chapter. Number each figure and table with the chapter number and its number in sequence (Figure 3.2 = the second figure in Chapter 3). Cite figures and tables in the text so we will know where to position them.
3. All artwork must be submitted in camera-ready form, i.e., original drawings with professional lettering, computer-generated figures with smooth lines and clear labels, clear high-contrast photographs (black and white—no color), or tearsheets. Guidelines on preparing artwork are enclosed.
4. Be clear and consistent with regard to section headings. We suggest numbering the headings in outline style (I., A., 1., a., etc.) or numerically (2.1, 2.2., 2.2.1, etc.) to make it clear what is a main heading, subheading, sub-subheading, etc.
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