

TEKTIME EDITORIAL STANDARDS

(Ver. 1.03 - 14/10/2016)

CHARACTERS

For the text of the book, preferably use the Times New Roman or Arial font, size 11 or 12.

INTERLINE

Preferably use single line spacing.

ALIGNMENT

The recommended paragraph alignment is "justified" with hyphenation.

MARGINS

It is advisable to set the right, left and top margins to about 2 cm, while the lower ones should be set to about 1,5 cm. These settings apply to A4 or A5 page sizes. For smaller formats they can be reduced by even a third. In the case of books with a number of pages greater than 300, it is good practice to increase the left margin (for odd pages) and the right margin (for even pages) by at least 0.5 cm.

CHAPTERS

Chapters should be numbered with Roman numerals (I, II, III, etc.) and always start on the odd page. Respect a space of about one fifth of the page between the chapter title and the beginning of the text.

PARAGRAPHS

The first paragraph of each chapter should start aligned with the left margin (with no indent) while the following should have a recommended indent of about 0.5cm.

INDEX

It is a good idea to create the chapter index and place it at the beginning of the book.

FRONT SPICE

On the opening page (first odd page) clearly indicate (with larger characters than the normal text) the author, the title, any subtitle or series and **the translator**.

COLOPHON

Usually placed on the back of the title page (second page) or on the last page, it must contain all the data of the book (title, copyright, edition, publisher, **translator** and references of both the author and the book itself).

METADATA

It is necessary to correctly enter the book metadata (e-book format). In particular, they must always be present:

- Title
- Author / Authors
- Subtitle (optional)
- Series (optional)
- Tongue
- Publication date
- Tags (keywords)
- Description (optional)
- **Translator**

FOOTER NOTES

Footnotes can be inserted at the bottom of the same page where they are mentioned, at the end of the chapter or at the end of the book. It is recommended to use progressive numbering and a smaller font than normal text. They should preferably be inserted in the footer of the document.

PAGE NUMBERING

It is recommended to indicate the page number centered at the bottom of the page or on the right in odd pages and on the left in even ones. It is not recommended to number blank pages.

ITALIC

Use italicized text to indicate words in another language, comments or quotes.

DIRECT SPEECH

To indicate a direct discourse in the text, low quotation marks (also called corporal «...») or hook quotation marks (“...”) can be used . Alternatively, you can also use the long suspended stroke (-) which, however, must be placed only at the beginning of the sentence. If it is necessary to indicate the thought of a character, italics can be used.