

## GUIDELINES FOR PREPARING YOUR MANUSCRIPT

Dear Author,

Thank you for submitting your manuscript to Physics Procedia. Documentation is provided here to assist you in the preparation of your paper in electronic form using MS Word for use as camera ready copy.

### Points to note on formatting your MS Word file

Files should be in MS Word format only and should be formatted for direct printing. Figures and tables should be embedded and not supplied separately. Please make sure that you use as much as possible normal fonts in your documents. To avoid unnecessary errors you are strongly advised to use the 'spellchecker' function of MS Word.

#### Formatting your document

**Please do not alter the formatting and style layouts which have been set up in the template document.** As indicated in the template, papers should be prepared in **single column** format suitable for direct printing onto A4 paper (8.3in x 11.7in/210mm x 297mm). **Do not number pages** on the front, as page numbers will be added separately for the preprints and the Proceedings. Leave a line clear between paragraphs.

#### Title page

Please follow the template style for all the features below.

Title: Click on the existing text and enter the title of your paper using sentence case.

Authors names and affiliations: Remember to include the correct superscript linking authors to the appropriate affiliation details.

Abstract: Insert an abstract of 50-100 words, giving a brief account of the most relevant aspects of the paper.

PACS: Include the PACS classification scheme details where appropriate.

Keywords: Insert 5 – 10 keywords

#### Headers

Note that you have to add your name to the header both on the odd and even pages. In case of one or two authors both names can be given; with more authors only insert the first author name followed by et al..

Please make sure that the headers do appear in the final PDF you submit otherwise the publisher cannot process your paper.

#### Tables

All tables should be numbered with Arabic numerals. Headings should be placed above tables, underlined and centered. Leave one line space between the heading and the table. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table. **Tables must be embedded into the text and not supplied separately.**

#### Figures

All figures should be numbered with Arabic numerals (1,2,...n). All photographs, schemas, graphs and diagrams are to be referred to as figures. Line drawings should be good quality scans or true electronic output. Low-quality scans are not acceptable. **Figures must be embedded into the text and not supplied separately.** Lettering and symbols should be clearly defined either in the caption or in a legend provided as part of the figure. Figures

should be placed at the top or bottom of a column wherever possible, as close as possible to the first reference to them in the paper. The figure number and caption should be typed below the illustration, left justified, with subsequent lines indented. For more guidelines and information to help you submit high quality artwork please visit:

<http://www.elsevier.com/wps/find/authorsview.authors/authorartworkinstructions>

### **Equations**

All equations should be numbered with Arabic numerals (1,2,...n).

### **References**

In the text the number of the reference should be given in square brackets [xx]. For references with more than two authors, text citations should be shortened to the first name followed by et al., e.g.: Jones [1] discovered that...; Recent results from Brown and Carter [2] and Green et al. [3] indicate that...

Only essential references, which are directly referred to in the text, should be included in the reference list.

References must be listed in numerical order at the end of the paper. Do not begin them on a new page unless this is absolutely necessary. They should be prepared according to the sequential numeric system making sure that all material mentioned is generally available to the reader.

Journal references should include: author's surname and initials; initials and surnames of remaining authors; abbreviated journal title (in italics), volume number, year of publication, and page number.

References to books should include: author's surname and initials; initials and surnames of remaining authors; the book title (in italics); the name of the publisher, place of publication, and, year of publication. References to multi-author works should include after the year of publication: the chapter title (where provided); "In:" followed by book title (in italics); initials and name(s) of editors(s) in brackets; volume number and pages; the name of the publisher and place of publication.

Here is an example of some references listed according to the sequential numeric system:

1. S. Scholes, *Discuss. Faraday Soc.* No. 50 (1970) 222.
2. O.V. Mazurin and E.A. Porai-Koshits (eds.), *Phase Separation in Glass*, North-Holland, Amsterdam, 1984.
3. Y. Dimitriev and E. Kashchieva, *J. Mater. Sci.* 10 (1975) 1419.
4. D.L. Eaton, Porous Glass Support Material, US Patent No. 3 904 422 (1975).

### **Footnote**

Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript numbers. The footnotes should be typed single spaced, and in smaller type size, at the foot of the column in which they are mentioned, and separated from the main text by a line extending to just over halfway across the column. Leave a one-line space above and below this line.

### **General guidelines for the preparation of your text**

Avoid hyphenation at the end of a line. Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics. Weights and measures should be preferably expressed in SI units. All non-standard abbreviations or symbols must be defined when first mentioned.

### **File naming and delivery**

Submit only the PDF file and the Procedia copyright form to the Guest Editor.

### **In conclusion**

We wish you success with your publication. Should you experience any difficulties during the preparation of your paper, please contact [wordhelp@eucas2011.org](mailto:wordhelp@eucas2011.org) for further information.