



Strasbourg (France)

2010

## Symposium R

### Laser processing and diagnostics for micro and nano applications

(Manuscript Deadline: May 31, 2010)

#### AUTHOR'S GUIDE FOR MANUSCRIPT PREPARATION (Applied Surface Science)

These instructions have been written specifically for the E-MRS 2010 Symposium R proceedings, and therefore may slightly differ to the Guide for Authors found in the Journal homepages. You are kindly requested to follow these instructions. This will help to speed up the refereeing process and avoid unnecessary delays in publishing your manuscript.

#### SUMMARY OF ESSENTIAL INFORMATION – Manuscript submission by May 31 (2010), at the latest.

- The submission website for this journal is located at: <http://ees.elsevier.com/apsusc/default.asp>
- Select “submit paper” at this website to initiate the Elsevier Editorial System (EES) submission procedure.
- Only submissions through the EES will be accepted.
- Once registered, and logged in, please ensure you select the article type “Special Issue: E-MRS 2010 Symp R”.
- Then follow the instructions provided indicating “I. Zergioti (EMRS 2010 Symp R) as Editor in the corresponding field.
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#### FORMAT OF MANUSCRIPTS

Manuscripts should be typed double-spaced (NOT 1-1/2 spaced), 12 points Times font, on consecutively numbered pages of A4 size paper (21 x 29.7 cm) with 2.5 cm margins (top and bottom), and 3.0 cm margins (left and right). IUPAC-IUB nomenclature and the use of SI units are required, although common units may be placed in parentheses after the SI units. (Note: use nm instead of angstroms, Pa instead of Torr or mbar). MS Office files (Word) and PDF files are acceptable.

#### ORGANIZATION OF MANUSCRIPTS (Each item should begin on a new page)

1. Manuscript Cover Page (see attached form).
2. Title page containing the following (centered starting at the top): manuscript title, names, affiliations and addresses of all authors. This is followed by the abstract, left-justified and double-spaced, which should state briefly the purpose of the research, the principal results and major conclusions. (Note that abstract may extend onto a second page if necessary, but should be limited to 300 words)
4. Text, double-spaced, which will generally consist of sections such as Introduction, Experimental, Results, Discussion, Conclusions and Acknowledgements.
5. List of references (single-space within a reference, double-space between references).
6. Tables, one per page (caption above each table, Roman numeral).
7. List of figure captions.
8. Figures (without captions; just put figure number (Arabic numeral) at bottom of the figure).

#### MANUSCRIPT LENGTH LIMITATION

Invited papers are limited to 6400 words (approx. 8 journal pages allowing for references and variations in figure size). Contributed papers are limited to 3200 words (approx. 4 journal pages allowing for references and variations in figure size).

Estimation of length:

- One page of double-spaced text with above size (A4) and margins (see above) = 300 words.
- Each micrograph, photograph, graph, schematic, spectrum, etc. counts as 150 words
- A full-page table counts as 300 words, half-page table as 150 words, etc.
- The list of references is included in the word count.
- The list of figure captions is not included in the word count.
- The abstract is not included in the word count although is limited to a maximum of 300 words.

## The length limitation will be enforced and may be a cause for manuscript rejection

### LANGUAGE

All papers will be published in English. *Please note that unfortunately Elsevier does not have the facilities to provide language editing for papers, so if English is not your native language you are advised to ask an English speaking colleague or co-worker to check your paper.*

### REFERENCES

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. In the text, numerals for references are given in square brackets [ ] full-size, not as superscripts; numerals referring to equations are enclosed in parentheses. The following are examples of how references should be listed for [1] a journal article, [2] a book, and [3] a multi-author book (such as conference proceedings):

- [1] J. van der Geer, J.A.J. Hanraads, R.A. Lupton, The art of writing a scientific article, *J. Sci. Commun.* 163 (2000) 51-59.
- [2] W. Strunk Jr., E.B. White, *The Elements of Style*, third ed., Macmillan, New York, 1979.
- [3] G.R. Mettam, L.B. Adams, How to prepare an electronic version of your article, in: B.S. Jones, R.Z. Smith (Eds.), *Introduction to the Electronic Age*, E-Publishing Inc., New York, 1999, pp. 281-304.

When a conference proceedings paper has also been published in an archival journal, use the journal citation. For PhD theses, provide the title, name of university, and year. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. A "personal communication" should be referred to only when permission has been obtained from the person who made the personal communication and should include the affiliation of the individual. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either "Unpublished results" or "Personal communication". Citation of a reference as "in press" implies that the item has been accepted for publication. Oral presentations are not acceptable references. Each reference should be complete; thus, the use of *ibid.*, *idem.*, *et al.*, etc. is not permitted. Journal names should be abbreviated according to the Index Medicus journal abbreviations (<http://www.nlm.nih.gov/tsd/serials/lji.html>), the list of serial title word abbreviations (<http://www.issn.org/2-22661-LTWA-online.php>) or the CAS (Chemical Abstracts Service, <http://www.cas.org/sent.html>). For *Web references*, as a minimum, the full URL should be given. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.

### TABLES

Number tables consecutively in accordance with their appearance in the text. Each table, regardless its size must be placed on a separate sheet of paper. They are to be numbered with Roman numerals, and should have captions which make their general meaning understandable without reference to the text. The units in which results are expressed should be given at the top of each column and should not be repeated on each line of the table. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article. It should be remembered that the length of a printed page is always greater than its width. Tables printed sideways (landscape) should only be used in extraordinary circumstances.

### FIGURES- Details of acceptable figure formats/sizing can be found at

[http://www.elsevier.com/framework\\_authors/Artwork/Artwork\\_2010.pdf](http://www.elsevier.com/framework_authors/Artwork/Artwork_2010.pdf)

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### ELECTRONIC SUBMISSION OF YOUR MANUSCRIPT

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### REVISED AND ACCEPTED MANUSCRIPTS

For manuscripts ultimately accepted for publication in the proceedings and for revised manuscript, authors are expected to use the EES again for the electronic submission of the final or revised version of their manuscript using the same procedure as for the original electronic submission as mentioned above and follow the Elsevier instructions.



# **applied surface science**

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## **2010 – Symposium R**

### **Laser processing and diagnostics for micro and nano applications**

#### **MANUSCRIPT COVER PAGE FORM**

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