A Guide for Electronic Submission of Manuscripts

Elsevier Science is now publishing all manuscripts using electronic production methods, and therefore needs to receive the electronic files of your article with the hardcopy of the accepted version. Below are some general points to enable us to use your files.

Always supply high quality originals of your artwork with the hardcopy of the manuscript, as we cannot guarantee the usability of electronic graphic files.

Electronic files can be submitted on 3.5″ diskette, CD or Zip-disk.

To help us:

1. Name your files using the correct software extension, e.g. Fig1.cdr, tb1-5.xls, text.doc, fig1a.eps, fig1.jpg, etc. In case of illustrations please also indicate if the data have been scanned and give the resolution.
2. Save text on a separate disk from the graphics. Please ensure the resolution of graphics is mentioned!
3. Label all disks with your name, journal title, software (e.g. Word 7, Adobe Illustrator 6.0), compression software if used, hardware used (e.g. IBM [compatible], Mac) and file names.
4. It is essential that the electronic and hardcopy versions are **identical**. The hardcopy will be used as the definitive version of the article.

Text

We accept most word-processing formats (ideally Microsoft Word or WordPerfect). Please check the journal's style and arrangement, particularly the reference citation style and structure of the reference list as given in the Instructions to Authors for that journal. Most formatting codes will be removed or replaced on processing your article so there is no need for your to use excessive layout styling. In addition, do not use options such as automatic word-breaking, justified layout, double columns or automatic paragraph numbering (especially for numbered references). However, do use bold face, italics, subscripts, superscripts etc.

When preparing tables, if you are using a table grid, please use only one grid for each separate table and not a grid for each row. If no grid is being used, use tabs to align columns not spaces.

Please adhere to the following order when you create your manuscript: Title, Authors, Affiliations, Abstract, Keywords, Main text, Acknowledgements, Appendix, References, Vitae, Figure legends, Tables. **Do not import the Figures into the text file**.

Graphics

Scanned and computer-generated illustrations, either colour or black & white are acceptable. (**Note:** most journals charge for colour printing.) Especially for computer-generated halftones (micrographs [AFM, STM, TEM, SEM etc.] and images) better results can be achieved when reproducing from electronic files. Since we cannot a priori guarantee the usability of graphic files, high-quality original hardcopies of all illustrations must be submitted with the manuscript.

The following formats/resolutions should be adhered to:
EPS: 72 dpi; Please note: *vector drawings* always as EPS with 72 dpi
TIFF: for line art minimum 600 dpi up to 1000 dpi
JPEG: for halftones, minimum of 240 dpi up to 300 dpi
JPEG or TIFF: for so-called line/tone combinations, minimum 500 dpi

Native formats of Adobe Illustrator, Adobe Photoshop, Aldus Freehand and CorelDraw are also acceptable. Please note that the resolution restrictions also hold in these cases, e.g. when submitting a halftone in original Photoshop format, the resolution should be 240-300 dpi. Graphics made in WordPerfect or Word generally have too low a resolution. Fonts used should also be supplied on the disk.

Colour illustrations should be scanned in at 300 dpi (500 dpi for colour line/tone combinations). With CMYK electronic files include a 4-colour machine or cromalin proof and check that all the separations (if provided) are colour coded. Computer-generated graphics should be produced in grey scale if to be published in black & white.

Graphics should be created near to the size they will be finally printed at. This will help with the lettering and resolution of your files, as the resolution will be lost if we have to enlarge a file.

Please note that if any file proves to be unusable we reserve the right to publish your article from the hardcopy supplied.