

INSTRUCTIONS TO AUTHORS FOR Conference COLA-2001 to be published in Applied Surface Science



Submission of papers + electronic text and graphics on diskette

Contributions must be written in English. They should be submitted in triplicate with original drawings of the figures and an abstract in English. Address and deadline of submission you have obtained from the conference organization.

The organisers have given you a page limitation, which varies per type of contribution. In order for you to be able to meet these limitations the following information is important:

- length of article 4 printed pages: corresponds to 2650 words
- length of article 8 printed pages: corresponds to 5300 words

The text of your manuscript can be counted using the wordcount option that is available on your textprocessing package. Further, each figure and table should be counted as 250 words.

As an example, 2500 words of (double-line spaced) manuscript (roughly 10 full pages) and 6 figures will produce roughly 6 printed pages. Please count title page, text pages, tables and figure captions as manuscript pages.

The final text should be submitted (or resubmitted, in the case of a revised manuscript) on a 3.5" or 5.25" diskette (in addition to the three hard copies with original figures). For detailed information we refer to the attached "A Guide for Electronic Submission of Manuscripts".

Preparation of manuscripts

Manuscripts should be typed throughout with double-line spacing and wide margins on numbered pages. Contributions are accepted on the understanding that the authors have obtained the necessary authority for publication. Submission of an article implies that it is not under consideration for publication elsewhere and that the author has satisfied himself that no copyright will be infringed. Upon acceptance of an article, the authors will be asked to transfer copyright of the article to the publisher. This transfer will ensure the widest possible dissemination.

Language

All contributions should be written in English. Authors whose first language is not English are urged to seek assistance in style, syntax and grammar.

Structure

Please adhere to the following order of presentation: Title page, Abstract, Keywords, Main Text, Acknowledgements, Appendices, references, Figure Captions, Tables, and Figures.

Title page

Papers should be headed by a concise but informative title. This should be followed by the name(s) of the author(s) and by the name and address of the laboratory where the work was carried out. The name and complete address of the person to whom proofs are to be sent must be given inclusive **of telephone, fax and E-mail address**.

Abstract

Papers should have an abstract of between 100 and 250 words and this should serve as a summary to the paper, providing a brief and factual account of the contents and conclusions of the paper as well as an indication of any new information presented and its relevance. Abstracts should be understandable in isolation, and reference to formulae, equations or references that appear in the text is not permissible.

Keywords

Please supply up to six keywords of your own choice that describe the content of your manuscript in more detail.

References. References should only be given to published material; references are not allowed to be footnotes and references to not readily accessible reports should be avoided. References to other work should be consecutively numbered in the text using square brackets, for example: "... and Chang and Weaver [1] show ..." and listed by number in the Reference list at the end of the text, for example:

[1] S.-C. Chang and M.J. Weaver, *Surf. Sci.* 241 (1991) 11.

[2] A. Roth, *Vacuum Technology*, 3rd ed. (North-Holland, Amsterdam, 1990).

[3] V. Celli, in: *Dynamical Properties of Solids*, Vol. 6, Eds. G.K. Horton and A.A. Maradudin (North-Holland, Amsterdam, 1990) p. 337.

[4] C.B. Duke (Ed.), *Surface Science: The First Thirty Years* (North-Holland, Amsterdam, 1994).

Note: In the case of multiple authorship all authors should be listed in the references provided they number less than ten. Only in the case of more than 10 authors is first author *et al.* acceptable.

Footnotes. Footnotes should be consecutively numbered. They will appear on the page of text they are referred to. They are not allowed as a reference as stated above, obviously they may refer to a reference.

Symbols, Formulae and Equations

Symbols, formulae and equations should be written with great care, capital and lower case letters being distinguished where necessary. A clear distinction in typewritten text should be made between characters that may be misinterpreted, e.g. capital I ("Indiana"), lower case l ("lion"), figure 1 (one), prime; capital O, lower case o, zero (0), degree; capital X, lower case x, times; capital C, lower case c, capital K, lower case k, Greek kappa; capital P, lower case p, Greek rho; capital U ("Utah"), lower case u, capital V ("Virginia"), lower case v, Greek sigma (both capital and lower case), sum; capital Greek pi, product

If necessary, unusual symbols should be explained in pencil in the margins. Vectors should be indicated by a wavy underline. Numerals referring to equations should be enclosed in parentheses.

Tables

Tables should also be typed in double-line spacing on separate sheets and provided with a suitable heading. Tables should be clearly referred to in the text using Arabic numerals. Considerable thought should be given to the layout, so that the significance of the results can be easily grasped. Each table should have a title which makes the general meaning understandable without reference to the text.

Figures

Figures should be numbered and their captions listed together at the end of the manuscript. All figures should be clearly referred to in the text. The publisher requires a set of good quality drawings and photographs to reproduce the printed line figures and half-tone plates in the journal. Photographic copies ("glossy prints") of drawings are also acceptable for the line figures if they have been sharply focused and evenly exposed. As a rule, **Xerox copies cannot be accepted** Photocopies of the original figures should be provided with the extra two copies of the submitted manuscript.

Preparation of figures

Line figures

The drawings or glossy prints supplied for the line figures should be 1.5 to 3 times larger than the printed size of the figures and should contain all the required, carefully applied lettering. Figures are preferably reduced to a single column width (7.6 cm) unless their complexity, large width-to-height ratio or need to display special detail makes a larger format necessary (max. printed size ca. 20 cm). Inappropriately sized lettering on a figure may prevent its reduction to the size optimum for its information content. The lettering used on a figure should be chosen so that after reduction, the height of numbers and (capital) letters falls within the range 1.2 to 2.4 mm. Care should be exercised in choosing the pen width of machine-plotted graphs. Frequently lines in these figures are too fine compared to the area of the figure. Shaded areas in the line figures should be shown by means of cross-hatching (or matrix of dots) rather than a continuous grey "wash". Cross-hatching, after reduction, of density less than ca. 25 lines/cm is satisfactory.

Half-tone plates

The photographs supplied for reproduction should be unmounted unless they form part of a composite figure and they should have a somewhat greater contrast than is desired in the printed figure. It is important that the photographs supplied are not already screened (overprinted with the point-matrix used by printers) or moire patterns will form when they are screened for a second time. When necessary, the top side of a photograph should be marked on the back. A reduction factor should be recommended for a photo when it is not obvious what detail in the photo is of interest.

Colour plates

Illustrations can be printed in colour when they are judged by the Editor to be essential to the presentation. The publisher and the author will each bear part of the extra costs involved. Further information concerning colour illustrations and the costs to the author can be obtained from the publisher.

Proofs

Corresponding Authors will receive a set of proofs via e-mail, which they are requested to return within 3 days.

Offprints

A total of 25 offprints of each article will be supplied free of charge to the author(s).

Additional offprints can be ordered at the prices shown on the offprint order form which, along with a copyright transfer form, will be mailed to the corresponding author of the article upon registration by the publisher's central Log-In Department.

There are no page charges.