

A Guide to Authors of Papers in *Acta Physica Polonica A*

1. General

Contributions which report significant and original research results in the fields of *General Physics, Atomic and Molecular Physics, Fundamental Areas of Phenomenology, Condensed Matter, Cross-Disciplinary Physics* and *Related Areas of Science and Technology* are welcomed. As a rule, *Acta Physica Polonica A* does not consider for publication short papers of the type of *Research Notes, Letters, Communications, etc.*, and only in exceptional cases the Editorial Board may accept such submissions.

Manuscripts may be submitted to the Editors by conventional mail (*Acta Physica Polonica A*, al. Lotników 32/46, 02-668 Warszawa, Poland) or by e-mail in direct-printable computer version as Word or .pdf file + source files for the text and figures, (e-mail appol@ifpan.edu.pl). Files becomes obligatory upon acceptance of the paper (see Appendix B).

All contributions submitted will be refereed. It is the right of Editorial Committee to accept or to reject contributions. The Editorial Board does not return the manuscripts of rejected papers.

Submission of a manuscript indicates a tacit understanding that the paper is not actively under consideration for publication elsewhere; that its publication has been approved by all co-authors; that the manuscript accepted for publication will not be published elsewhere without the consent of the Editor. The Author must sign and return the Copyright Transfer Form, provided with the galley-proof.

There is no page charge and 25 free of charge reprints of each printed article will be sent to the corresponding Author. Illustrations in colour, if this is essential for publication (the final decision is reserved for Editors), can be ordered and the Authors will bear all extra costs of preparation and printing.

2. Material to be submitted

The following material will be required before a paper can be prepared for the print and time will be saved if it is all submitted at the outset.

Two copies (original + one identical copy) of the manuscript — in English only — each with:

- Author's (or authors') name(s) with initials — on the title page;
- Author's affiliation and mailing address;

- Abstract — on the title page (see Sec. 4);
- Just below the abstract the PACS Index numbers should be typed (Appendix A);
- List of references as described in Sec. 8;
- List of captions for figures on a separate sheet;
- List of all unusual or hand written symbols (see Sec. 5);
- All diagrams and glossy prints of photographs for final reproductions (see Sec. 6) with author's name and the beginning of the title in pencil; a set of copies of the figures (not larger than the typing paper if possible) with all lettering included, with each copy of the manuscript for the referee's use.

A covering letter, signed by one of the authors requesting publication, should accompany this material.

To speed up the publication, a diskette with the source code of the paper in \TeX format, MS Word codes or ASCII version of text is of considerable help (Appendix B).

3. General presentation

Manuscripts must be typewritten on one side of the page only, in double-spacing (3 lines per inch) and with a left-hand margin of 4 cm. Good quality white paper (avoid coated glossy paper) of size A4 (21 cm \times 29.7 cm) should be used. All pages should be numbered. Mathematics should be legible. All unusual or handwritten symbols have to be described on a separate sheet; they should be identified typographically, not mathematically. One should note that computer printed special symbols may be also unclear and should be identified. Vectors should be marked by underlining with a straight line, and the text which the author wishes to stress should be underlined with a wavy line. Also, on the margin the places, where the figures and tables should appear, should be marked in pencil. Symbols for physical quantities in the text and normal symbols in formulae will be printed in italics. Handwritten symbols and letters should be clearly written. Only round brackets should be used in the text. No cross-references by page-number should be used; the section and subsection should be quoted.

The title should be brief (less than 15 words) and should help the reader to figure out the contents and the nature of the paper and its place in the body of physics.

Section headings should be numbered with Arabic numerals, e.g.

1. Introduction

and continued through the whole text in the same fashion (including Conclusions). Subsections, if used, should appear as

2.1. Room temperature results

and if necessary may be labelled subsequently as *2.2.1.*, etc.

4. Abstract

Each paper must have an abstract typewritten as the body of the manuscript of a length not exceeding 3% of the text, or 250 words (whichever is shorter), written continuously (that is without paragraphs). The abstract should be self-contained, should not have figures or quote any references. It should be clear, concise, and informative giving the scope, the main results obtained, and, for experimental papers, where this is not obvious, some indication of the methods used.

5. Formulae and symbols

Displayed formulae must be clearly typed (written) each on a different line and well-separated from the adjacent text. They should be numbered on the right-hand side either consecutively through the text or with a compound number (for example, (3.16)) which contains the section number. Particular care should be taken about the following points:

- Clear distinction between similar letters and symbols (see Table);

TABLE

Similar letters and symbols.

$K k \kappa h$	$\chi X x \times \kappa$	$C c, S s, Y \Upsilon$	$\alpha a \infty \mathcal{L}$
$V v \vee \nu \vartheta \gamma r$	$\Psi \psi, \Pi \pi, \Theta \theta, \xi \zeta$	$/ 1 l ($	$I J I$
$U u \cup \mu n h \eta$	$\delta \sigma \partial$	$O o 0$	$\Phi \phi \varphi \emptyset$
$P p \varrho g 9$	$Z z 2$	$W w \omega \varpi$	$\in \epsilon \varepsilon, \mathcal{E} E$

- Also between $<$ (less than) and \langle (bracket);
- Superscripts and subscripts should be clearly written and properly placed;
- Brackets should be used in the order $\{[(())]\}$;
- The avoidance wherever possible of subscripts and superscripts to indices, subscripts and superscripts;
- The form $\exp(\dots)$ is often better than $e^{(\dots)}$ for an exponential. For simple fractions in the text the solidus should be used (for example $\pi/7$ rather than $\frac{\pi}{7}$);
- A zero should always precede a decimal fraction (for example, 0.123).

5.1. Symbols, units, and nomenclature

Authors are encouraged to follow the recommendations of the Document UIP 11(SUN 65-3) 1965, of the International Union of Pure and Applied Physics (SI system) (see *Physica A* **146**, 1 (1987); *Symbols, Units, Nomenclature and Fundamental Constants in Physics*).

Units when specified in formulae, tables and figures should be written in square brackets e.g. [mm], [GeV], etc.

6. Illustrations

Figures whether diagrams, graphs, or photographs, should be numbered consecutively in Arabic numerals in the order in which they are mentioned in the text.

Reduction to 40% and/or 50% of original size is normally used and the size of figures should allow for a suitable accommodation to the journal page size using one of these ratios.

Inscriptions on drawings should be kept to a minimum and all explanations of different types of curve or data points should be incorporated in the caption. Curves should be labelled with single symbols or with identifying letters.

Essential photographs can be reproduced but they should be avoided wherever possible.

Line diagrams of apparatus should be schematic and detailed dimensions should not appear in the figure.

Captions must not be written at the bottom of figures but collected together on a page specially provided.

If figures are reproduced from other articles the source must be quoted, and the written permission for reproduction obtained by the Authors from the owner of the copyrights (usually the Publisher) must accompany such materials.

7. Tables

All tables must be labelled at the top with consecutive Roman numerals and a title should be as concise as possible. Even small amounts (4 lines) of tabular material should be treated in this way.

Headings for columns in tables should be brief.

Footnotes to a table should be indicated by superscript letters and listed below the table.

References for data in tables may be given in full in footnotes or indicated in the footnote in the manner used for references in the text.

8. Footnotes and references

Footnotes should be indicated consecutively in Arabic numerals in the text and typed at the end of the page or between two horizontal lines immediately after the line of text containing this indication.

References must be typed together on a separate sheet in order of their appearance in the text.

References are made in the text with Arabic numerals in square brackets [1] (not with the superscript). The list of references should be presented as follows:

— For a paper in journal:

[1] V.Z. Kresin, H. Moravitz, *Phys. Rev. B* **43**, 2691 (1991).

— For a paper in contributed volume:

[2] S. Nagakura, in: *Excited States*, Vol. 1, Ed. E.C. Lim, Academic Press, New York 1975, p. 322.

— For a book:

[3] W. Demtröder, *Laser Spectroscopy*, 3rd ed., Springer-Verlag, Berlin 1988, p. 143.

— For an unpublished paper:

[4] B. Novak, Ph.D. Thesis, University of Warsaw, Warsaw 1985, p. 77.

Abbreviations of periodical titles must follow the conventions of Physics Abstracts. If the author is in any doubt it is safe to leave the title in full. In all cases the full list of all co-authors must be given.

The publisher, town, and year of publication should be given for books, conference proceedings, etc., and the name(s) of the editor(s). Unpublished conferences should not be given in the reference list.

Papers in the course of publication can be entered only if the journal has accepted them and its name is given.

Internal laboratory reports not available on request must not be quoted.

Whenever possible references to Russian literature should give the original (transliterated; the appropriate table can be found in the Author Index of *Physics Abstracts*) and a translated version.

9. Correction of proofs

Proofs should be checked carefully and returned promptly. Only essential corrections should be made and alterations involving displacement of type should be avoided. The name of the author to whom proofs are to be sent should be indicated in the covering letter.

Appendix A

The paper should be indexed with the help of the current Physics and Astronomy Classification Scheme (PACS) which is widely distributed and is published by the US and many European physics journals. PACS Index numbers should be typed just below the abstract.

Appendix B

The Authors are asked for files with the source code of the paper (with figures' and tables' files), submitted on a diskette, CD-ROM or by e-mail attachment. In any case, authors must not use any automatic cross-references between the pages, and should also refrain from automatic cross-referencing the figures and formulae numbers, as well as from creating a bibliography with BIB_TE_X. Authors must not use any non-standard (beyond the plain T_EX format) macro packages. Pictures in common graphic standards (PCM, TIFF, GIF, etc.) might be attached.

The recommendations made in this guide are as close as possible to the Europhysics Style Manual.

Editorial board of *Acta Physica Polonica A*
Warsaw, January 2007