

## Werk

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# Instructions to Authors

## General

Papers should preferably be written in *English*. Editorial scrutiny can proceed more quickly if manuscripts are submitted *in duplicate* (illustration copy should comprise original drawings etc. plus one copy).

The text should be as *clear and concise* as possible. Submitted papers should be no longer than 20 *printed pages* (30 pages of typescript) including figures. If a paper exceeds 20 printed pages in length page charges of DM 100.– will be levied. Invited papers can be up to 30 printed pages in length.

To allow faster publication, the text is made up into pages before the proofs are sent out. Therefore the author should mark in the manuscript where figures and tables may be inserted, and both *form and content* of the paper should be *carefully checked* to exclude the need for corrections in proof. A charge will be made for changes introduced after the manuscript has been set in type. New results may be given at the end of the paper in a "Note added in proof". Short reports of new results of special interest can be published out of turn as *Short Communications*. They should not be longer than 3 printed pages, including any tables. The Editors reserve the right to decide what constitutes a Short Communication.

When setting out his manuscript the author should consult a copy of the journal and conform with its normal practice. *Manuscripts* should be typed on one side of the paper only in double-line spacing with wide margins.

## Arrangement of the Manuscript

The *title page* should comprise: title of paper, first name(s) and surname(s) of author(s), laboratory or institution, any footnotes to the title (indicated by asterisks), short version of the title for page heading (not more than 67 typewriter strokes, including spaces), and the address to which proofs are to be sent.

Each paper – except Letters and Short Communications – should be preceded by a brief *abstract* in English stating the methods used and the experimental results, which should be presented in such a way that it is possible for the reader to assess their significance. The abstract should be as short as possible and should not exceed 200 words. Papers not in English should have in addition an English translation of the title of the paper.

Immediately following the abstract up to ten *key words* indicating the scope of the paper should be supplied.

*Footnotes* which do not refer to the heading of the article should be numbered consecutively and typed on a separate sheet.

*References* to the literature in the text should be by author and year; where there are two authors both should be named but with three or more only the first author's name plus "*et al.*" need be given. The list at the end of the paper should include only papers mentioned in the text and should be arranged alphabetically by first author's name. References should be cited as follows; *journal papers* – names and initials of all authors, full title, journal as abbreviated in Chemical Abstracts, volume number, first and last page numbers, year; *books* – names and initials of all authors, full title, edition, place of publication, publisher and year. The author is responsible for the accuracy and completeness of all references. He is urged therefore to make a full record of the necessary bibliographic data at the time he examines the literature. When information is missing, the manuscript will be returned to the author for completion.

Citation of "unpublished results" or papers "in preparation" will not be accepted.

*Example of a journal paper citation:*

Macdonald, K. C., Luyendyk, B. P., Von Herzen, R. P.: Heat flow and plate boundaries in Melanesia. *J. Geophys. Res.* 78, 2537–2546, 1973

*Example of a book citation:*

Jeffreys, H.: The earth, its origin, history, and constitution, 5th ed. London: Cambridge University Press 1970

*Example for an article quoted from a book:*

Ginzburg, V.L., Ruhadze, A.A.: Waves and resonances in magnetoactive plasma. In: Encyclopedia of physics, Vol. XLIX/4, K, Rawer, ed.: pp. 395–560. Berlin–Heidelberg–New York: Springer 1972

*Figures* are costly and should be used with discretion. An illustration is only justified if it clarifies or replaces text. Information given in captions should not be repeated in the text. Colored or previously published illustrations are not usually accepted. Figures and graphs should always be mentioned in the text and should be numbered with arabic numerals. A brief descriptive legend should be provided for each figure; legends are part of the text and should be appended to it. Original drawings and photographs in a form suitable for reproduction should be submitted separately from the text. Use a soft pencil to indicate the top and to note the author's name and the number of the figure on the back of each.

Illustration copy should comprise:

*Original line drawings:* clean lines of uniform thickness in Indian ink, the whole about twice the size of the final block. Inscriptions should allow for reduction (e. g. for the figure 1 to be about 2 mm high in the final version it must be 4 mm high for reduction  $\times \frac{1}{2}$ )

Tables in the form of *computer printouts* will be accepted, provided that they are black enough and fit into the print area after photographic reduction to a letter height of 1.2 mm.

*Photographs:* sharp, well-contrasted glossy prints trimmed at right angles; areas that are not essential should be cut off. Authors should label photographs with Letraset (Instant Lettering). Photos should be of a size to permit reproduction without (or with only slight) reduction within the print area of  $108 \times 178$  mm. Where possible, figures *should be grouped* so as to utilize the full print area; in general it should be assumed that the same scale of reduction will apply to all figures in the same paper.

*Equations* should be typewritten whenever possible, showing special typefaces (alphabets) by underlining in color. Special attention should be given to the placing of subscripts and superscripts so that they are recognizable as such. Formulae should preferably be written in the "linear" form. Equations should be numbered sequentially with arabic numerals in parentheses on the right hand side of the page. In the text they are cited, e.g. Eq.(7), Eqs.(7) and (8).

*Marking:* Letters in formulae are normally printed in italics, numbers, trigonometric, logarithmic and analytic symbols upright.

The following symbols are frequently confused:

$\cup, \mathbf{u}, U; \circ, \mathbf{o}, O, 0; \times, \mathbf{x}, X, \mathbf{x}; \nu, v, \nu; \theta, \Theta, \phi, \varphi, \Phi, \varnothing, \emptyset; \psi, \Psi; \varepsilon, \epsilon;$

$a', a^1$ ; the symbol *a* and the indefinite article *a*;

also the handwritten Roman letters:

$c, C; I, J; k, K; e, l; o, O; p, P; s, S; u, U; v, V; w, W; x, X; z, Z.$

Please take care to distinguish them in some way.

Underlining to denote special types should be done in accordance with the following code:

single underlining = small letter

double underlining = capital letter

yellow = upright: abbreviations as, e. g.,  $\hat{A}$ , Re, Im, grad, div, lim, exp, sin, cos, tan, ctan, all elements and units.

brown = boldface

violet = the numeral 1 and zero to distinguish them from the small letter *l* and the small/capital letter *o, O*.

Words or sentences to be set in italics should be marked by single underlining.