

# ELECTRONIC SUBMISSION OF MANUSCRIPTS

We require a word-processed file of your manuscript.

- Include all parts of the text, including figure captions and all tables in a single file.
- The final version of the hard copy and the file on disk must be the same.
- Do not use the carriage return (enter) at the end of lines within a paragraph.
- Turn the hyphenation option off.
- Complete and enclose the File Description Form (over).
- On the File Description Form, specify any special characters used to represent non-keyboard characters.
- Take care not to use l (ell) for 1 (one), O (capital o) for 0 (zero) or ß (German esszett) for  $\beta$  (beta).
- Use a tab, not spaces, to separate data points in tables.
- If you use a table editor function, ensure that each data point is contained within a unique cell, i.e. do not use carriage returns within cells.
- Tables should not be supplied as PowerPoint images or graphics.
- Save figures in as many different formats as are available to you; we may be able to use one of them. Encapsulated Postscript (EPS) files can usually be used, but cannot be modified. Each figure should be saved as a separate file. Always enclose a hard copy of figures and tables.

# FILE DESCRIPTION FORM

Date: \_\_\_\_\_

Journal title: \_\_\_\_\_

Paper title: \_\_\_\_\_

Author(s) of paper: \_\_\_\_\_

Paper no.: \_\_\_\_\_

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## Disk Information

*Include details of the file name(s) on each disk relevant to the material being supplied.*

Disk file name(s): \_\_\_\_\_  
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Operating system (e.g. MS-DOS, Mac): \_\_\_\_\_

Word-processing software (incl. version no.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Special character keys used (e.g. Greek)

Key	Symbol represented	Page example
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