

Instructions for authors

Article categories

EPJ Plus publishes **Regular Articles** reporting all relevant material required to document, assess and reconstruct in detail the body of knowledge in the physical and related sciences, namely the subjects covered by the topical EPJ journals with the explicit addition of geophysics, astrophysics, general relativity and cosmology, mathematical and quantum physics, classical and fluid dynamics, physics techniques applied to any other topics including energy, environment and cultural heritage.

EPJ Plus publishes also **Technical Reports** and **Addenda**. The latter refer to specific previous published papers adding new material to them.

The submission stage

Authors are asked to **submit** their paper **electronically** through the website:

<http://www.editorialmanager.com/epjp/>

The complete source files for text and figures must be uploaded. Detailed instructions and on-line help are available step by step. In case of problems or queries during the submission process, please contact the Editorial Office:

epjplus.bologna@sif.it

The Editorial Office will also assist you with other forms of electronic or hard-copy submission if online submission is not possible.

File formats

Text

We would appreciate receiving one column articles prepared in $\LaTeX 2\epsilon$ with the EPJ class. In this case, authors are requested to carefully follow the instructions detailed in the documentation and to adhere as much as possible to the rules given in the section **How to prepare a manuscript**. The macro package is available at

<http://www.epj.org>

We will, however, accept texts written with any common variant of \TeX , including: $\LaTeX 2\epsilon$ (standard, article class), RevTeX , $\mathcal{A}\mathcal{M}\mathcal{S}\text{-}\mathcal{L}\text{A}\mathcal{T}\text{E}\mathcal{X}$ and Word files.

No customized or personal style files should be used. Also, no particular fonts should be used (authors are reminded that the journal will be printed with Computer Modern (CM) standard fonts). In any case, the $\mathcal{A}\mathcal{M}\mathcal{S}\text{-}\mathcal{L}\text{A}\mathcal{T}\text{E}\mathcal{X}$ package, that defines several environments for creating multiline display equations, may be used. For manuscripts prepared with Word authors should be aware that only the text will be processed and that mathematical symbols and equations will be re-typed in \LaTeX by the Production Staff.

Figures

Remember that figures should be in separate files, and that no unnecessary text material (captions, figure numbers, author name, frames, etc.) should be included. The preferred macro package for including EPS graphics files is the \LaTeX "graphicx" package.

- Vector Encapsulated Postscript (EPS) are welcome, although Postscript (PS) may also be sent. These files can be used directly to give high-quality results, provided the following rules are adhered to:
 - use standard fonts (Times, Helvetica, Courier, Symbol) and include them with the option saved "with fonts included" in the EPS file,
 - EPS should not include a TIFF preview and should be in ASCII (not binary) format,
 - the line strength should be greater than 0.3 pt (or higher if the figure needs scaling),

- bitmap format such as PDF, TIFF, BMP, PNG and JPG are acceptable but they need to be transformed into EPS format in the production procedure. Bitmap images may present quality problems in the production of the printed version of the journal due to low resolution. For this reason black and white graphics files should have a resolution of at least 600 dpi and greyscale graphics files of at least 300 dpi.

For extended instructions on how to prepare graphics refer to the detailed guide available at www.epj.org or contact the Editorial and Production Office.

How to prepare a manuscript

There is no general limitation of the overall size nor of the number of figures, nor of the level of details considered to be necessary. However, the appropriate length of a manuscript depends on the information presented in the paper. A manuscript should consist of the following content.

Title

The title should be simple, concise and informative with only the first word capitalized. A shortened version of the title consisting of a maximum of 75 characters (including spaces) for running headers should also be provided.

Author(s) name(s) and affiliation(s)

A list of all authors (with first and last name(s) written in full), as well as corresponding addresses, should be provided. Each address should be preceded by a numerical superscript corresponding to the same superscript after the name of the author concerned. Addresses should contain all information necessary for an effective mail delivery. E-mail should also be provided to speed up communication between readers and authors. This information will be published unless authors request otherwise.

Abstract

An abstract should accompany each manuscript; it should be completely self-consistent (e.g., with no figure, table, equation or reference citations), not exceeding 200 words and written as a single paragraph. Mathematical expressions should be avoided, if possible.

Classification numbers

PACS numbers must be chosen to help assign the paper to the proper Editor, but will not be published in the journal.

Main body of the paper

The body of the paper could be divided into sections. Sections should be numbered with arabic (not roman) numerals. Subsections (second level) should be numbered 1.2, 1.3, etc., and sub-subsections (third level) 1.1.1, 1.1.2, etc. Appendices should be numbered A, B, etc. All sections must have a short descriptive title, in which only the first word should be capitalized.

Equations, tables, figures, and references should follow a sequential numerical scheme in order to ensure a logical development of the subject matter. Standard copy-editing corrections are inserted by the Production Staff. For details, see the internationally agreed standards adopted by the International Union of Pure and Applied Physics (IUPAP) or defined by the International Organization of Standardization (ISO). However, sticking to the following main rules shall hasten the production procedure.

- Whichever spelling you choose (British or American English) please be consistent throughout.
- Use hyphens consistently and avoid unnecessary ones.
- The words "section(s)", "equation(s)", "figure(s)" and "reference(s)" are abbreviated as "sect(s)", "fig(s)", "eq(s)" and "ref(s)" unless they are the first word of a sentence. The word "table" is always written in full.

- Latin expressions, such as, e.g., i.e., et al., versus (vs.) should be set in italic.
- Chemical formulas, units of measure and acronyms should be set in roman.
- Mathematical symbols should be set in italic except:
 - differentials,
 - standard mathematical functions (exp, log, sin, cos, ...),
 - Im and Re for imaginary and real.
- Roman is preferred also for
 - sub and superscripts to variables that stand as a label (R_{gyr} , b^{out} , ...),
 - particles, subparticles, quarks, etc., but if you use italic be consistent throughout.
- Vectors and tensors should be set in bold and sans-serif bold, respectively.
- Long exponential equations are better set as $\exp(\dots)$ instead of e^{\dots} .
- For fractions in the text use the solidus putting only the parentheses necessary to avoid ambiguities.
- For normal units use the standard SI abbreviations (e.g., s instead of seconds, ...).

Footnotes

There are 3 main types of footnotes:

- 1 Introductory footnotes (referring to new addresses of authors, address of corresponding author, ...) indicated by superscript lower case letters.
- 2 Footnotes to text material, which should be kept to a minimum, and which should be designated by a numerical superscript: ¹, ², ³, etc. They should be placed at the foot of the relevant page.
- 3 Footnotes to tables, which should be indicated by superscript lower case letters and placed in a list immediately below the concerned table.

Acknowledgments and appendices

The acknowledgments section should follow the main body of the paper and should precede any appendix. Appendices, especially if more than one, should be labelled A, B, etc. (Appendix A or Appendix A. Complex developments, when there is a title). Equations in the appendices should be numbered consecutively, but separately from those in the main body of the paper (A.1), (A.2), etc. In each appendix equations should be numbered separately (B.1), (B.2), etc.

References

References are quoted with arabic numerals in square brackets in order of appearance in the text. Literature citation of periodicals [1-3], books [4], proceedings [5] and preprints [6] should be organized according to the following examples. Note that journal names should be abbreviated according to the list of serial title word abbreviation of the ISDS (International Serial Data System) if available, otherwise full journal names are preferable.

1. J.M. Smith, R. Brown, C. Green, *Eur. Phys. J. A* **1**, 123 (2008).
2. J.M. Smith *et al.*, *Z. Phys. A* **4**, 123 (1997).
3. J.M. Smith *et al.*, to be published in *Nuovo Cimento B*.
4. J.M. Smith, *Molecular Dynamics*, 2nd ed. (Springer, Berlin, Heidelberg, 1987).
5. J.M. Smith, *Proceedings of the 9th GIFCO Conference, Lecce, 2000*, edited by S. Aiello, Vol. **68** (SIF, Bologna, 2000).
6. J.M. Smith, DESY 98-123, 1998, unpublished.

If necessary the DOI (Digital Object Identifier) of the cited literature may be added at the end of the reference.

IMPORTANT: To ensure that the CrossRef facility can hyper-link to the articles quoted in the bibliography, **multiple references must not be used**. *I.e.*, a list of references under the same number is not allowed: **each reference has to be singly numbered**.

Figure and table captions

Each caption should be written as a single brief paragraph without indentation. Figures and tables should be consecutively numbered with *arabic numerals* as they are cited in the text.

Figures

Each figure should be cited in the text. The final quality of the illustration depends on the quality of the original artwork so that they must conform to the criteria given below:

- Letters, numbers and symbols should have uniform strength and contrast, should be appropriately oriented on the axes and consistent with those used in the text.
- Unnecessary text around, such as captions, figure number and author's name should not be included in the files.
- All details of the figure should be visible and labelling legible, therefore:
 - make sure that the size of the lines is not lower than 0.3 pt,
 - avoid too thin continuous or dotted lines or too heavy lettering and thick lines that may result unsightly after reduction (if any).
- When supplying your PostScript files please strictly adhere to the criteria given in the section **Guidelines for submission after acceptance**.

Electronic supplementary material

Electronic multimedia files (animations, movies, audio, etc.) and other supplementary information (appendices, (large) tables, images, etc.) can be published on-line along with the article.

- Authors should submit the material in electronic format together with the article:
 - use standard file formats: MPEG-1 (.mpg) for audio, video and animations; PDF for text and presentations,

- supply a concise and descriptive caption for each file,
- make a specific mention of the supplementary material in the text (*e.g.*, as shown in movie 2) and name your files accordingly, *e.g.*, movie2.mpg.
- Electronic supplementary material will be published as received from the authors without any conversion, editing, or reformatting.

For more information, please contact the Editorial and Production Office.

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The acceptance stage

The Editor will send an acceptance letter to the corresponding author. The original files for text and figures already available in the editorial system will be transferred automatically to the production office. You will be contacted in case any files are missing, or if there are any other technical issues.

The proof correction stage

- Once proofs are ready, an e-mail will inform the authors on how to download them by visiting the CIOP inquiry facility (<http://ciop.sif.it/>). Should they meet with difficulties following this procedure, we will immediately send the proofs by e-mail (attached .pdf), fax or regular mail, as per authors' request.
- Authors are asked to carefully check the proofs by following the **guidelines for corrections** they receive with the e-mail. They should keep in mind that the aim of proofreading is to correct errors that may have occurred during the production. Therefore they should particularly check completeness of text, equation breaks, figures, tables and references.

- Only **essential corrections are accepted**. Any substantial modification of the text or mathematical formulas altering the content of the accepted version of the paper might re-open the revision process.

- The author has the final responsibility for the corrections.

- Corrections should be returned **within 48 hours** and can be sent back either as a detailed list by e-mail (quoting the amendments location with page, columns and line number) or by fax. Please **do not alter the PDF proof file, add annotations or send back an amended manuscript file**.

- As soon as the proofs are returned, the paper will be corrected and posted for the **on-line** publication. Note that **once the paper is published on-line, further changes and amendments cannot be accepted unless by submission of an Erratum**.

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