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# Preparing an electronic submission using the electronic copy template for Microsoft Word

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# Preparing an electronic submission using the electronic copy template for Microsoft Word

ArticleTitle			
RunTitle (running head short title)	Running title: Preparing an Electronic Submission		
RunAuthors (for running header)	Running Authors: Hoenikker and Kaye		
Authors	<table border="1"> <tr> <td>OrgName</td> <td>Felix Hoenikker</td> </tr> </table>	OrgName	Felix Hoenikker
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Note the use of superscript to relate the respective author and "affiliation note"

**Abstract** The purpose of these guidelines is twofold: to describe how to use the eC (Electronic Copy) template for Word, and, to furnish an example showing how the various elements of a technical paper should be organized and styled when using the eC template. The text boxes to the left show the style that should be applied to the respective paragraphs.

## **I. INTRODUCTION**

**Head1** Meticulous attention to the following guidelines will help not only the publisher but also the author, since careful preparation is the most important single factor assuring error-free printed text that precisely reflects the author's intent.

**Para** The eC template has been made to help tag the various elements of your text with Word styles in order to expedite production and publication, and assure proper typesetting.

**Para** The template has been built for Word 2000–2004, and should work regardless of the language version or platform (Mac or PC). If you have a problem that is not covered in these guidelines and that you cannot solve, please contact us at [AuthorSupport@aip.org](mailto:AuthorSupport@aip.org).

**Para** *Word 2007 and the new Word docx format should not be used.* Docx files will currently cause problems for reviewers and complicate many existing preproduction and production routines.

**Para** If Word 2007 is unavoidable, back-save to the *doc* format. *However, please note that you must use MathType or the Equation Editor 3.0, and not the more easily accessible, Microsoft Math Editor. When equations built with Microsoft's Editor are back-saved, they are converted to low resolution graphics and will not be usable.*

Para

To use MathType or the old Equation Editor 3.0, you will need to:

UnList  
(unordered list  
for bullet lists)

- Select *Object* on the *Text* section of the *Insert* tab
- Select *MathType/Equation Editor* in the drop-down menu

Head2

## A. **To use the template**

Para

In order to use a template, you must place it in a directory where Word stores templates. The *User Templates* folder may be found in Word (when a document is open) under *Tools/Options* (or *Word/Preferences* on the Mac), on the *File Locations* tab (see FIG 1). Copy or drag the template file into the template folder. If you are using a PC, select *eC.dot*, if using a Macintosh, select *eC.mac*.

Head3

### 1. **Required settings for Word's AutoFormat features**

Para

Word has a number of automatic formatting features under the name *AutoFormat* (*Format/AutoFormat* on the toolbar). Do not use this feature.

Para

AutoFormatting may also be set to take place automatically as you work. This is an undesirable situation; *you must disable this feature before you start working on an eC document*. To ensure that no automatic formatting takes place while you work, choose *Tools/AutoCorrect*, then click on the *AutoFormat As You Type* tab to display the dialog box.

Three blocks of options are present, set them as follows:

UnList  
(unordered list  
for bullet lists)

- Under *Replace As You Type*, any of the first 5 options may be checked. The final option, *Internet and network paths with hyperlinks* should not be checked;
- Under *Apply As You Type*, none of the options should be checked;
- Under *Automatically As You Type*, none of the options should be checked.

These settings carry over from one Word session to the next.

Head3

### 2. **Security settings in Word 2000–2004**

Para

In order to use the template, you may need to adjust Word's security settings. From the menu bar, choose *Tools/Macro/Security*, on the *Security Level* tab choose *Medium*.

Head2

## B. *The eC style toolbar*

A style toolbar (eC-Styles) has been added that lists most of the styles you should need for your contribution. For paragraph-level formatting, such as paragraphs, headings, titles, etc., place your cursor in the respective paragraph text and click on the appropriate

Para

style on the toolbar (multiple paragraphs may be selected and styled where appropriate, e.g., “para”/paragraph style or individual reference of the reference list). If you click the wrong style, you may press <Control + z> (*Edit/Undo Typing*), or click on the correct style. This has been saved as a “floating” toolbar (see FIG 2) which may be dragged around your workspace or with Word’s other toolbars. Word’s *Formatting* toolbar and the *Styles and Formatting Task Pane* both have a style drop-down menu/scroll-down listing that allows you to see the present style in use as well as choose a different one.

Head3

### 1. *eC styles*

A style is a Word feature that allows a number of characteristics to be applied to text and is stored as an attribute of the content. If you’re unfamiliar with the way Word uses styles, you may refer to Word’s online Help for an introduction to styles (though this should not be necessary).

Para

Please take a moment to read through the styles that are available for use in Table 1. Some styles are only present because they are inherent in Word. Please *do not* manually apply styles that are not listed in Table 1.

Head1

## II. BEGINNING A NEW eC DOCUMENT

Para

Once the template has been placed where Word stores templates, to begin a new eC document:

Item  
List1  
(Numbered)

1. From within Word, choose *File/New* (*File/Project Gallery* on the Mac).
2. From the overview of displayed templates, select eC.dot (the “.dot” or “.mac” extension may be hidden, depending on Window’s view options). If you are using a PC select eC.dot, if using a Mac, select eC.mac.

Para

To use the template with an existing document, see section III, REFORMATTING AN EXISTING DOCUMENT, p. 7.

Head2

**A. Formatting the document as you work**

Para

The template should contain all the styles you need to format your document. It is extremely important that you use the appropriate styles to tag your text. You should not need to apply paragraph-level formatting.<sup>1</sup>

Para

You should use Word's Style Area/sidebar to ensure that the styles have been properly applied to the text. On the menu bar, choose *Tools/Options* and click on the *View* tab, near the bottom there is a fill-in box for *Style area width*, .75" inches should be acceptable. After, when choosing "Normal view," the styles applied to the text will appear on the left-hand side of your document. (If you are beginning a new document based on the eC template, this should be your default view.)

Head2

**B. Front matter elements (title, authors, etc.)**

Head3

**1. Title and running/short title (RunTitle style)**

Para

When you start a new document based on the eC template, you will see a placeholder for the Article Title and Running Title. Type these in their respective lines (they are already styled). Please include a short title for the running header of your contribution (should generally not include more than 55 letters/characters).

Head3

**2. Authors, affiliations, and corresponding author info (AuthAffNote style), and running authors (RunAuth style)**

Para

You will see placeholders for the above elements when you start a new document based on the eC template. Type each in their respective fields as exemplified in this document. The format of the running authors should be as journal style dictates. Please highlight the text of the organization in the affiliations (e.g., Boston University) and then apply the style *OrgName* to the text.

Head3

**3. Abstract and keywords**

Para

Any new document created with the template will contain placeholders for the Abstract without an Abstract heading. Keywords should not be included.

---

<sup>1</sup> Paragraph-level formatting is when formatting is applied to an entire paragraph/element, e.g., a bold heading or title, rather than character-level formatting, such as making a single character or word italic.

Head2

**C. Body text and headings**

Para

A number of styles have been defined for body text (*Para*) and headings (*Head1*, *Head2*, *Head3*). Do not type a number in front of headings or try to remove numbering applied by the style. The only styling you should do is proper capitalization and italicizing special characters as required.

Head2

**D. Including special text elements**

Head3

**1. Inserting table title and table**

Para

Tables should be created with Word's *Insert Table* function. If the table has already been made, please be sure it has been made with Word's Table features. Tables created with spaces or tabs will create problems and may be improperly typeset. To assure you table is published as you wish, you must use Word's table function.

Para

Include a table caption (*TableTitle/Cap* style) and apply borders as required by the journal style. Once the table is properly set, apply the *TableHeading* (*TableColHead* button, *TableHead* style) to the heading and the *TableBody* style to the rest of the table. Using Word's table *Heading Rows Repeat* option (under *Table/Heading Rows Repeat*) will repeat the heading if the table runs across multiple pages.

Para

Table footnotes must be styled with *TableFootnote* style and *must not* be included using Word's *Insert Footnote* feature.

Head3

**2. Including a list**

Para

To include a list in your document, apply the desired style to your list items.

UnList (Bullet)

- This is the style *UnList (Bullet/UnorderedList)*.

Item1List1  
(Numbered)

1. This is the style *Item1List1*. If there are a number of paragraphs of text before the next item, you may need to apply the Numbered List style first, then go to Format/Bullets and Numbering, click on the Numbering tab, and check the Continue previous list option (rather than Restart list).
2. Use the style *Item1List1Cont* if there are a number of paragraphs of text before the next ordered list item. You may need to apply the style, then go to Format/Bullets and Numbering, click on the Numbering tab, and check the Continue previous list option (rather than Restart list).

Item1List1Cont

Head3

### 3. *Including a display equation or an quote*

Para

It is imperative that the MathType Guidelines are followed for both in-line and display equations (see Setting up and using MathType for equations).

Para

To include a Display Quote, apply the *BlockQuote* style.

For a display equation, create or import the equation using MathType; you may select the program by choosing *Insert/Object* and then the appropriate program from the *Insert* menu (on the Create New tab). Once the equation is inserted, press <Tab> once and enter the equation number (if applicable) in parentheses; afterwards applying the style *DisplayEq*. Please observe the stylistic rules of the journal.

When referred to in the text, equations should be cited as Eq. (1), Eqs. (3)–(5); if the word “Equation” begins a sentence, it should be written out in full. If a parenthetical reference to an equation is made, the parenthesis around the number should be omitted, e.g., “A relationship (Eq. 4) can be derived...” A displayed equation should be treated grammatically as part of a sentence, and the text immediately preceding a displayed equation punctuated according to the position of the displayed equation in the sentence. (However, *punctuation should not be used within the display equation.*)

Equations in the appendix should be labeled as (A1, A2, etc.).

If a sentence or paragraph continues after an equation use the *ContinuedParagraph* style for the text following the equation, e.g.,

Consider a randomized embedding of a reproduction tree when processor  $P_i$  is the initial processor. Let

Display Equation

$$\beta(i, j) = \frac{L(i, j)}{L_{OPT}} \quad (1)$$

Continued Paragraph

be the normalized load on processor.

### 4. *Inserting a footnote*

To insert a footnote, use Word’s *Insert Footnote* command.

## **E. Back matter**

### 1. *Including acknowledgements, appendix(es), or the references*

These elements are all handled with styles, as follows:

- The Acknowledgments heading style is *AckTitle*.
- The Appendix heading style is *AppHead1*, *AppHead2* for second-value headings, *AppHead3* for third-value headings, etc.
- The Acknowledgements text should be styled as *AckText*.
- The Appendix text should be styled as *AppText*.
- The References styled with *References*.
- Do not use the Word function *Insert/Endnote*.

### III. REFORMATTING AN EXISTING DOCUMENT

Your text may have been written before receiving the eC template; to “convert” an existing document:

1. Open the document in Word. If the file extension is anything other than “.doc”, you may have to change the *files of type* setting in the Open dialog box to *All Files*.
2. Before doing anything else, use *File/Save As* to save the file under a different name. When doing so, ensure that the file type for the new file is set to “Word documents.”
3. Choose *Tools/Templates and Add-ins*, locate and attach the eC template (see section A, To use the template, p. 2). Check the box labeled *Automatically Update Document Styles*. Next, click *Attach*.
4. Work your way through the document, applying the appropriate styles to the text and removing blank lines/empty paragraphs. Use the same styles that you would have applied if you had originally written the document using the eC template. (See Formatting the document as you work, p. 4.)

### IV. SPECIFICATIONS NOT COVERED BY THE TEMPLATE

#### A. Setting up and using MathType for equations

##### 1. MathType preference file

1. Use MathType Preference File: **Times+Symbol 12.epp** (do not use “nonstandard” fonts).

## 2. *MathType views*

- Set up MathType views as shown in FIG. 3.

## **B. *MathType styling issues***

### 1. *Numbers*

All numbers in equations should be styled as **Math**.

### 2. *Roman text and roman functions*

All roman text in equations, including roman functions, should be styled as **Text**, not as the Roman version of the font, unless you have set up MathType to recognize Roman functions automatically.

### 3. *Bold text*

All bold text in equations should be styled as **Vector/Matrix**, not as a bold version of the font (**for example, do not use Euclid Bold**).

### 4. *Operators (+, -, =, x, etc.)*

All operators should be styled as **Math**, not **Text**.

### 5. *Script letters*

Script letters should be styled as **Euclid Math One Script Alphabet**.

### 6. *Bold-italic letters*

MathType User1 Style

1. Use for Bold-italic letters in math.
2. Set **User1** style to **Times New Roman, bold, italic**.
3. Select **Style/User1/Define** to set User1 style.

### 7. *Sans Serif bold letters*

MathType User2 Style

1. Use for sans serif bold letters in math.
2. Set **User2** style to **Arial bold**.
3. Select **Style/User2/Define** to set User2 style.

## 8. *Open font characters*

Use the Euclid Math Two font.

## 9. *Greek characters*

Use the Greek character palettes on the MathType toolbar.

## 10. *Fraktur (German) font*

Use the Euclid Fraktur font

## 11. *Nonstandard math characters*

Most characters can be found in the MathType palettes. If you cannot find the character you need, try the **MT Extra** font. Another useful font is **Euclid Math Two**.

## 12. *Other styles*

If you run across a font or character style that is not addressed here, please contact [AuthorSupport@aip.org](mailto:AuthorSupport@aip.org) immediately for more information.

## **C. *Determining what must be captured as a MathType object***

Check and ensure that the following items are captured as MathType objects:

- Mathematical variables ( $a$ ,  $z$ ,  $y$  axis, as examples)
- Mathematical expressions ( $z + y = 0$ ,  $T = 30^\circ\text{C}$ , as examples, and any other expressions that contain an operator)
- All display equations, regardless of what elements they contain
- Chemical expressions that contain superscripts or subscripts ( $\text{CH}_2$ ,  $\text{O} + \text{H}_2$ ,  $\text{Ge}_2\text{Si}_4$ ,  $\text{O}_2^+$ , as examples, and any chemical expressions that contain operators or fences)

### 1. *General rule*

When in doubt, it is always best to err on the side of caution and capture all expressions and variables in MathType.

## **D. *Formatting equations (basics)***

### 1. *Inline equations*

- All inline equations in MathType must be formatted as **Inline Equation**.

- Select **Format** and check that **Inline Equation** **is** selected.

## 2. *Display equations*

- All display equations must be formatted as display equations.
- Select **Format** and check that **Inline Equation** is **not** selected.

## E. *MathType palettes*

**It is imperative that MathType palettes are used for all fences!**

### 1. *Fences (parens, brackets, braces, etc.)*

- Use the MathType fence palette(s) to create fences in the equation.
- If you are creating an expression from scratch, **do not insert fences from the keyboard**. Use the fence palette.

### 2. *Spaces and ellipses*

Use the MathType **Space and Ellipses** palette to insert spaces and ellipses.

### 3. *Thin spaces*

Use the thin space template (control + space) for thin spaces.

### 4. *Full (thick space)*

Use the thick space template (control + shift + space) for a full space.

### 5. *Ellipses*

Use the ellipses templates for ellipses.

### 6. *Embellishments (primes, double primes, carets, hats, etc.)*

Use the **Embellishments** templates if, for example, you have to add a prime to a **single character**.

### 7. *Adding embellishments to a Bold, User1, or User2 style character*

1. **Do not** use the Embellishments templates for characters that are styled as User1 or User2. This will create an error in the MathML.
2. Select the correct template from the **Subscript and Superscript** Templates.
3. Type the base character (the character that serves as the base for the over- or under-character) in the large box.

4. Type the over- or under-character in the small over- or under-box.
5. Select the correct character from the symbols list for the embellishment.

## 8. *Symbols to use with over- and subscript templates*

Use these symbols when inserting over- and undercharacters to User1 and User2 style characters. You can see what the Unicode for each symbol is on the right-hand side of the Insert Symbol dialog box.

**Note:** Set up hotkeys for ease of use!

Symbol	Font	Unicode
Caret	MT Extra	0x0302
Dot	MT Extra	0x0307
Tilde	MT Extra	0x0303

## 9. *Superscripts, subscripts, and kerned expressions*

- Use superscript template (control + H) for all superscripts.
- Use the subscript template (control + L) for all subscripts.
- Use the subscript and superscript template (subsup) (control + J) for all kerned expressions.

## 10. *Kerned expressions (stagger versus subsup)*

- Do not stagger supers and subs. Use the subsup template. Kerned Expressions with Primes and Double Primes
- If you have a kerned expression that contains a prime or a double prime in the superscript position, **do not use the Embellishments** templates for the primes.
- Select the **subsup** template **Subscript and Superscript** palette in MathType.
- Insert the base character in the large box.
- Insert the prime or double prime from the **Batang** font in the superscript box.
- Insert the subscript in the subscript box.

## 11. *Fonts and symbols to use for primes and double primes (kerned expressions only)*

**Note:** Set up hotkeys for ease of use!

Symbol	Font	Unicode
Prime	Batang	0x2032
Double Prime	Batang	0x2033

## 12. *Other palettes and templates*

### a. **Summation and integral templates**

Always type the characters that follow the summation or the integral in the large box.

### b. **Matrices**

Use the Matrix template to create all matrices.

## **F. *Creating a new MathType equation***

If you are creating a MathType equation from existing text:

1. Copy the text from the article.
2. Open MathType (inline or display, depending on what kind of equation you want)
3. Paste the text into the new equation.
4. Select All (control + A)
5. Change style to Math.
6. Delete extra spacing around operators, etc.
7. Format the equation as math or text, using templates as needed.
8. Format the equation as an **Inline Equation** or **Display Equation**.

### 1. *Units of measurement*

Not all units of measure need to be in MathType. Only those that have superscripts (or subscripts, as the case may be) and only those that have operators.

### 2. *Chemical expressions*

Example:  $\text{CE}_2$

In some cases, only the subscript of chemical expression is in MathType. The entire expression must be in MathType including the chemical elements (i.e., CE).

### 3. *Roman functions*

Roman functions, such as, arctan, arg, cos, cosh, cot, coth, cov, csc, det, dim, exp, gcd, glb, hom, Im, inf, int, ket, lg, lim, ln, log, lub, max, min, mod, Pr, Re, sec, sgn, sin, sinh, sup, tan, tanh, var do not have to be styled as “text” unless the functions are in Euclid or some other font.

### 4. *General*

- All numbers in equations should be styled as **Math**.
- All roman text in equations, including roman functions, should be styled as **Text**.
- All bold text in equations should be styled as **Vector/Matrix**, not as a bold version of the font (**for example, do not use Euclid Bold**).
- All operators should be styled as **Math**, not **Text**.
- Do not use **Other** styles.
- Use MathType spacing (thin space, thick space) for all spaces between numbers and units of measure, around roman functions, etc. Spaces must be designated as thin space or thick space, not as “Text”.
- All alignment marks should be deleted.
- Use MathType Preference File: Times+Symbol 12.eqp.

## **G. *References***

You are responsible for the accuracy of your references. All names, dates, titles, abbreviations, and volume and page numbers should be double-checked before submission. All entries in the reference section must be cited in the text. The list of works cited should appear at the end of the body of the article without a heading.

### 1. *Numeric style of referencing*

References should be numbered in the order of their first mention in the text. The citation may be used with or without the author’s name: “... it has been shown by Johnson<sup>17</sup> that ...” or “... experiments with calcium,<sup>6</sup> potassium,<sup>7</sup> and strontium<sup>8</sup> have shown...” Several references may be cited together, the numbers being separated by commas: “several

recent investigations<sup>7,9,15</sup> indicate....” If three or more consecutive references are cited together, an en-dash should be used between the lowest and highest reference numbers: “... while others<sup>10-14</sup> show that....”

The reference list should be in the style indicated by the following examples:

- <sup>1</sup>D. A. Oulianov, R. A. Crowell, D. J. Gosztola, I. A. Shkrob, O. J. Korovyanko, and R. C. Rey-de-Castro, *J. Appl. Phys.* **101**, 053102 (2007).
- <sup>2</sup>A. J. Elliot, “Rate constants and G-Values for the simulation of the radiolysis of light water over the range 0-300C,” AECL Report No. 11073, Chalk River Laboratories, Chalk River, Ontario, Canada (1994).
- <sup>3</sup>Y. Tabata, I. Itoh, and S. Tagawa, *CRC Handbook of Radiation Chemistry* (CRC Press, Boca Raton, 1991).
- <sup>4</sup>Y. Young, *Physics in Today’s World*, edited by A. Newman (Springer, New York, 1999), Vol. 2, pp. 62–68.
- <sup>5</sup>J. Nelson, U.S. Patent No. 5,693,000 (12 December 2005).

## **H. Submission of files**

Please include a *single* file version of your text in the native format (e.g., “.doc” for Word; also supply files of any graphics, if applicable—see Electronic graphics formats, p. 15, under Artwork).

### **I. Artwork**

Electronic graphics are preferred for the production and subsequent publication of articles. Although you may be required to send hardcopy versions to the journal editorial office, we strongly encourage you to send electronic graphics files to receive optimal quality.

For best results in the quality and accuracy of your published illustrations, it is important to adhere to the following guidelines. The final graphics in your published article will directly reflect the quality of what you submit as well as your observance of these guidelines.

Tables should not be submitted as graphics, but rather submitted as part of your manuscript (please ensure that there are no links to other data sources in any tables). These should be included just before the list of figure captions in your paper.

## 1. *Electronic graphics formats*

It is best to submit graphics as either EPS or TIF files created directly from the native application. More information on file formats may be found at [http://dx.aip.org/advisor/file\\_formats.html](http://dx.aip.org/advisor/file_formats.html).

- **EPS** (Encapsulated PostScript), for vector/line art, e.g., artwork created in Illustrator—use Arial or Helvetica fonts, and Symbol, as needed (*all fonts must be embedded*);
- **TIF** (LZW compressed) for photographs/illustrations with shading, e.g., artwork created in PhotoShop or another raster editing program; or
- **PS** (PostScript), if the native application does not have the ability to save or export as EPS or TIF, a PS file may also be acceptable for production.

Application files are generally unacceptable for production and cannot be used, i.e., Corel Draw, Microsoft Word, etc.

## 2. *General figure preparation*

It is important that the following instructions be followed precisely in order for your graphics to yield the best possible presentation results.

1. Figures should be numbered in the order they are mentioned in the text. When cited in the text, figures should be identified by number rather than by “above,” “below,” etc.
2. The list of figure captions must be included as the final element of the manuscript file including a brief explanatory caption for each figure.
3. *Submit each illustration in the final size and correct orientation* as you would like it to appear in the published article. Size illustrations according to the journal’s specifications for column widths.

For an 8-1/2 × 11 single-column journal, the figure *width* should not exceed 31 picas (5-1/4 inches/133 mm.)

For an 8-1/2 × 11 two-column journal, single-column figures are generally 18–19 picas wide (approximately 3 inches/76 mm), two-column figures are generally 42 picas wide (approximately 7 inches/178 mm).

For an 8-1/2 × 11 journal, the *height* or depth of an illustration should not exceed 48 picas (8 inches/203 mm).

4. Illustrations must be suitable for reproduction without further retouching.
5. Labels in the illustrations should be approximately 8-pt type. The variance of type size within an illustration should be minimal (avoid submitting figures that contain small axes with oversized labels); variance of type in a figures should not exceed 2 points. ***No text, including superscripts and subscripts, should be less than 6-pt type.***
6. Ensure that line weights will be **0.5 points** or greater in the final published size. ***Line weights below 0.5 points will reproduce poorly or may drop out.***
7. Illustrations should be free of unnecessary detail. Graphs should be prepared with ticks on the axes rather than grid lines. Shading should be avoided when not essential to the understanding of the illustration.

### 3. ***Electronic graphics specifications***

Each figure must be submitted as a single file, separately from the text and captions. Multipart figures should be combined and supplied as a single file, e.g., if Fig. 1 contains three parts (a, b, c), all of the labeled parts should be combined in a single file for Figure 1 (labels should be set in 8-pt. type). More detailed instructions may be found at: [http://dx.aip.org/guidelines/digital\\_art.html](http://dx.aip.org/guidelines/digital_art.html).

#### **a. Figure color and type details**

- Save black and white line art as bitmap, not grayscale or RGB.  
If vector, e.g., created in Illustrator or another drawing or illustrator program, save as an EPS. Use Arial or Helvetica fonts, and Symbol, as needed—fonts must be embedded.
- Save black and white halftones or combinations (line and tone) as grayscale, not bitmap.  
Typically created in PhotoShop or another raster editing application: save as TIF (LZW compression).

- Submit graphics to be *printed in color* in CMYK (Cyan, Magenta, Yellow, Black). If a figure is to be reproduced in color, special arrangements generally must be made in advance; please contact your editorial office.
- If the journal hosts color online *for images not printed in color*, submit illustrations for *color online only* in RGB (Red, Green, Blue).  
If journal style demands, *the figure caption must include the parenthetical note, “(Color online)”* after the figure number.
- If an illustration will appear in *color online only*, it is best to print a black and white version before submitting. This will provide you with the opportunity to see how well a figure will reproduce in black and white in the printed publication.
- If using Illustrator, set the bounding box to image to avoid excess white space around the image and remove excess bounding boxes (which will cause illustrations to be improperly cropped or cut off in presentation).
- Remove all extraneous information such as figure captions or headers. The only data in the file should be the figure itself.

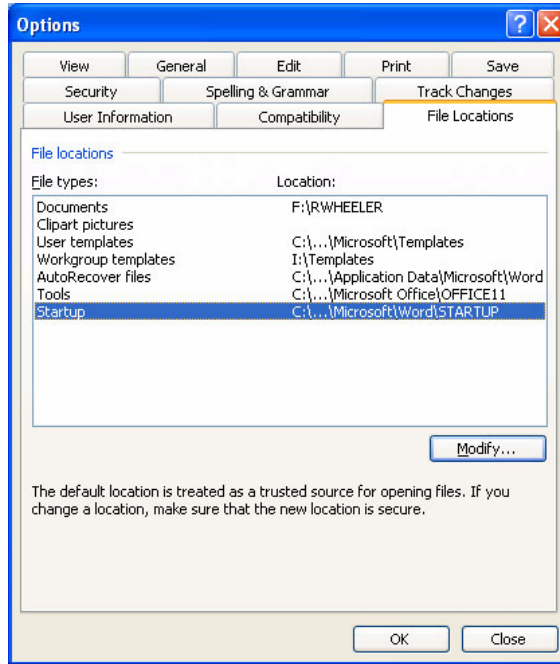
For more information on Color Space, go to:

[http://dx.aip.org/advisor/cmyk\\_color.html](http://dx.aip.org/advisor/cmyk_color.html).

#### **b. Resolution**

- 600 dpi resolution for line art (if not vector image).
- 300 dpi for halftones and photographs (raster images).
- 600 dpi for combination line art and halftone (photograph or shading—could be vector or raster).

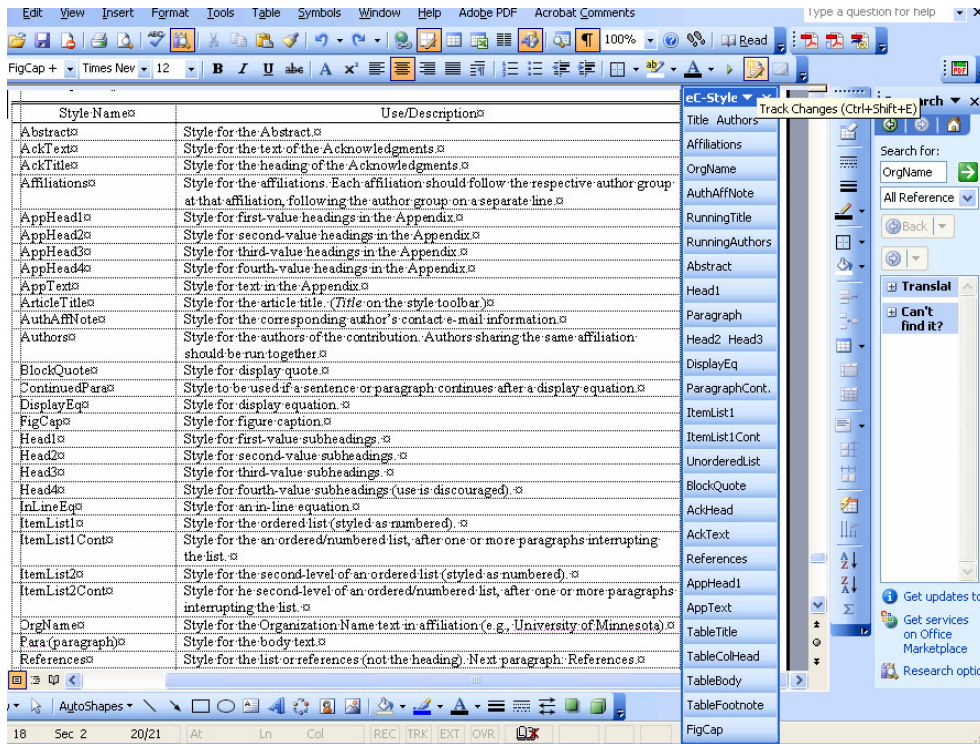
Table Title	Table 1. An alphabetically ordered listing and short description of the available styles in the eC template.	
Table Column Heading	Style Name	Use/Description
Table Body	Abstract	Style for the Abstract.
	AckText	Style for the text of the Acknowledgments.
	AckTitle	Style for the heading of the Acknowledgments.
	Affiliations	Style for the affiliations. Each affiliation should follow the respective author group at that affiliation, following the author group on a separate line.
	AppHead1	Style for first-value headings in the Appendix.
	AppHead2	Style for second-value headings in the Appendix.
	AppHead3	Style for third-value headings in the Appendix.
	AppHead4	Style for fourth-value headings in the Appendix.
	AppText	Style for text in the Appendix.
	ArticleTitle	Style for the article title. ( <i>Title</i> on the style toolbar.)
	AuthAffNote	Style for the corresponding author's contact e-mail information.
	Authors	Style for the authors of the contribution. Authors sharing the same affiliation should be run together.
	BlockQuote	Style for display quote.
	ContinuedPara	Style to be used if a sentence or paragraph continues after a display equation.
	DisplayEq	Style for display equation.
	FigCap	Style for figure caption.
	Head1	Style for first-value subheadings.
	Head2	Style for second-value subheadings.
	Head3	Style for third-value subheadings.
	Head4	Style for fourth-value subheadings (use is discouraged).
	InLineEq	Style for an in-line equation.
	ItemList1	Style for the ordered list (styled as numbered).
	ItemList1Cont	Style for the an ordered/numbered list, after one or more paragraphs interrupting the list.
	ItemList2	Style for the second-level of an ordered list (styled as numbered).
	ItemList2Cont	Style for he second-level of an ordered/numbered list, after one or more paragraphs interrupting the list.
	OrgName	Style for the Organization Name text in affiliation (e.g., University of Minnesota).
	Para (paragraph)	Style for the body text.
	References	Style for the list or references (not the heading). Next paragraph: References.
	RunAutho	Style for the running authors to be included in the published running header.
	RunTitle	Style for the short title to be included in the published running header.
	Table Body	Style for the table body.
	Table(Col)Head	Style for the table heading.
	Table Foot	Style for table footnotes.
Table Body	Table Title	Style for table tittle/caption.
	UnList	Style for unordered/bullet lists.



FigCap

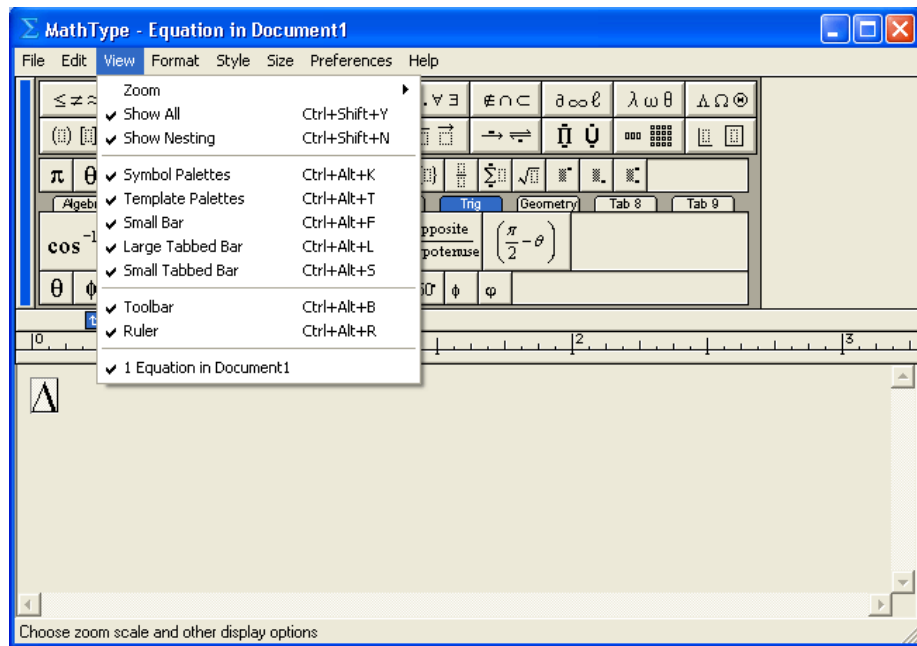
FIG 1. (Please note illustrations should not be included in your manuscript.) Options dialog box, which defines default locations where Word stores certain files, such as User Templates.

To see the full path, click the Modify button.



FigCap

FIG 2. “Floating” eC style toolbar, which may be dragged around your workspace or with Word’s other toolbars.



FigCap

FIG. 3. These settings will ensure that you will be able to see all nesting (when using the MathType palettes) and all palettes.