

## Instructions for authors

### The submission stage

Electronic and hard-copy submissions are accepted.

### Electronic submission

Authors may submit their manuscripts electronically, but only through the *Editorial Office*:

EPJC.submit@desy.de

We accept the following:

- L<sup>A</sup>T<sub>E</sub>X files coded with the *EPJ macro package*,
- L<sup>A</sup>T<sub>E</sub>X files coded with the *article* class (or plain T<sub>E</sub>X files without any particular package),
- files coded with the RevT<sub>E</sub>X package,
- figures in Postscript (PS) or Encapsulated Postscript (EPS) format should be included as separate files.
- Word files or all other formats see also *How to prepare a manuscript without T<sub>E</sub>X*.

The L<sup>A</sup>T<sub>E</sub>X2<sub>ε</sub> macro package, designed especially for EPJ, is available via anonymous ftp from:  
<ftp.springer.de> in the directory  
 pub/tex/latex/svjour/epj  
 or: [springeronline.com/journal/10052](http://springeronline.com/journal/10052)  
 or on diskette (only on request)

### Hard-copy submission

Manuscripts should be addressed in triplicate to the *Editorial Office*.

### Manuscript content

Material should be placed in the following order: title, author names, address of author institutions, shortened version of the title (60 characters, including spaces), abstract, text, acknowledgements, appendices, references, figure and table captions, figures, tables.

### The acceptance stage

The Editor-in-Chief will send an acceptance letter to the corresponding author and, at the same time, will ask for electronic files of text and figures, if the article had not been submitted electronically to the Editorial Office. All

portions of the manuscript available in electronic form should be sent to the *production department according to the instructions mentioned in the acceptance letter from the Editor-in-Chief*.

If authors cannot provide an electronic file of their text, they must advise the production department as soon as they receive the acceptance letter, to avoid any delay in the beginning of the production process.

### The proof correction stage

Authors should keep in mind that reading proofs is their responsibility. Corrections should therefore be clear and made on the proofs using a red pen. The use of standard proof correction marks is recommended.

L<sup>A</sup>T<sub>E</sub>X files are sometimes *slightly modified* by the production department to follow general presentation rules of the journal.

The main aim of proofreading is to correct errors which may have occurred during the production process, and *not to modify the content of the paper*. The reproduction of artwork, the layout of the pages and equation breaks introduced by the production staff should carefully be checked. Corrections that might lead to a change in the page layout should be avoided.

### Offprint orders

The offprint order form must be filled out and returned together with the corrected proofs. If the publisher receives no order of any kind from the authors, it will be assumed that only the 25 free offprints are requested.

### How to prepare a manuscript without T<sub>E</sub>X

#### Style guide

#### Title

Title should be simple, concise and informative. A shortened version of the title consisting of a maximum of 60 characters (including spaces) for running headers should also be provided.

#### Author(s) name(s) and affiliations

A list of all authors, 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 concerned author. 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-contained, (e.g. without reference citations), not exceeding 200 words and written as a single paragraph. Mathematical expressions should be avoided if possible.

### Main body of the paper

The body of the paper should 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 the main words should begin with capital letters. Equations, tables, figures, and references should follow a sequential numerical scheme in order to ensure a logical development of subject matter.

### Mathematical material

A standard typesetting procedure is followed 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).

### Footnotes

Footnotes are of two types:

- 1) There are introductory footnotes (referring to author new addresses, address of corresponding author, ...).
- 2) There are footnotes to text material, which should be kept to a minimum, and which should be designated by a numerical superscript in parentheses to avoid any possible confusion with mathematical expressions. They should be placed at the foot of the relevant page.

## Acknowledgements and appendices

The acknowledgement section should follow the main body of the paper and should precede any appendix. Appendices, especially if there are more than one of them, should be labelled A, B, etc. (Appendix A or Appendix A: Complex Developments, when there is a title). Equations in appendices should be numbered consecutively, but separately from those in the main body of the paper (A1), (A2), etc. In each appendix equations will be numbered separately (B1), (B2), etc.

## References

References should be numbered in order of appearance and cited by placing single numbers in brackets (for example, [1], [2, 5, 7], [8–10]). Authors may be cited in the text by name, but without initials. The entries on the reference list should have the format shown below. If available, the DOI of the cited literature should be added at the end of the references.

### Journals

1. J.M. Smith, R. Brown, C. Green, *Eur. Phys. J. C* **1**, 123 (1998)
2. J.M. Smith, et al., *Z. Phys. C* **4**, 123 (1997)

### Journals accepted for publication

1. J.M. Smith, *Eur. Phys. J. C* (in press)

### Erratum in periodical publications

1. J.M. Smith, *Eur. Phys. J. C* **1**, 123(E) (1995)

### Books

1. J.M. Smith, *Molecular Dynamics*, 2nd edn. (Springer, Berlin, Heidelberg 1987)
2. J.M. Smith, in *Molecular Dynamics*, edited by C. Brown, 2nd edn. (Les Éditions de Physique, Les Ulis 1987)
3. J.M. Smith, in *Molecular Dynamics*, edited by C. Brown, 2nd edn. (Springer, Berlin, Heidelberg in press)

### Proceedings

1. J.M. Smith, in *Proceedings of the International Conference on Low Temperature Physics, Madison, 1975*, edited by C. Brown (Les Éditions de Physique, Les Ulis 1975), p. 201

### Reports

1. J.M. Smith, DESY 98-123, 1998 (unpublished)

### Theses

1. J.M. Smith, Ph.D. thesis, University of Hamburg, 1990

### Others

1. J.M. Smith (private communication)
2. J.M. Smith (unpublished)

## 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

### • Scaling of artwork

Figures are often reduced to 50% of their original size. Very few figures have a final size outside the range of 40–85%. The final size of capital letters or numerals in a figure usually lies within the range 1.6–2.3 mm to avoid any disproportion between figure/text character sizes.

When preparing figures, authors should pay attention to the thickness of lines and similar details, for some features (e.g., dotted or thin lines) may disappear after reduction. (The final thickness must be more than 0.56 pt.) The other extreme should be avoided, i.e., heavy lettering and thick lines on a figure that are still unsightly after a reduction to 40% or lower. Particular attention should be paid to line strengths in graphics prepared in vector formats.

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## *The European Physical Journal C – Particles and Fields*

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