

Manuscript preparation guidelines for authors of physica status solidi – Word documents

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This manual is part of the template package for authors pre-paring their work for submission to pss in MS-Word format (Office 2003). It provides general information on manuscript properties in the pss journal family and a brief introduction to the technical usage of the package’s template file. There is a section on style and layout conventions, and the manual itself is formatted according to the pss layout as an example.
For information on the journals’ scope, the editorial policy regarding scientific content and peer review, and the submission and production process please see the “For authors” section on the pss journal homepages.



Selected covers of pss (a), (b), and (c) as an example for the optional abstract figure (with or without caption). If there is no figure here, the abstract text should be divided into both columns.

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1 General

1.1 Journal series and templates physica status solidi has four sister series, all of which are dedicated to documenting the progress in solid state physics research, but differ with regard to their special scope and

journal production process (see Table 1). pss (a), (b), (c) and (RRL) use the same template for all article types. The pss templates come in a Microsoft® Word Office 2003 (this) and a LaTeX version (different download). Word document is the preferred file-format for submission.

Table 1 Overview of the pss journal series with regard to template use, journal production and submission policy.

Series and scopes	Length restriction	Call for papers	Production	Template use
pss (a) – applications and materials science	none, typically eight to ten pages	Original Papers: regular submissions Feature and Review Articles, Past & Present: invited submissions	typesetting	strongly recommended
pss (b) – basic solid state physics				
pss (c) – current topics in solid state physics	varies for specific projects	Contributed and Invited Articles: special publication projects (i.e. conferences)	publication-ready	mandatory
pss (RRL) – Rapid Research Letters	three pages	Rapid Research Letters: important results of immediate interest	typesetting	strongly recommended

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Original Papers in pss (a) and (b) have no length limit. pss (RRL) articles are restricted to a length of three pages, for details see www.pss-rapid.com. For manuscripts submitted to pss (RRL), (a) and (b), we strongly recommend using the template to gain an accurate length estimate and maximum control over the design. However, accepted articles need not have final arrangement and perfect layout, since they undergo full typesetting during production.

1.2 pss (c) special information Length limits of Contributed or Invited Articles in pss (c) may vary for different conferences or special projects. Articles designated for **pss (c) must be prepared publication-ready in a template** and according to the journal style, fully formatted and arranged fit for printing. There will be no author proof corrections. Please do not modify any pre-settings in the manuscript templates/style file such as font sizes, margins, and other formats, to avoid an incorrect layout of the publication. Manuscripts with wrong template use may have to be returned to the authors by the Guest Editors or the pss Editorial Office.

1.3 Formal manuscript requirements Manuscripts must be written in correct English (British spelling preferred, American also possible, please be consistent) and submitted as one single MS Word- or pdf-file (including all text and figures etc.). Authors should structure their work in sections with subheadings of their choice. The following components are essential:

- a **title** in lower case letters except for the first word and proper nouns, and preferably a suggestion for a short title in the header on the second page,
- the full list of **authors** (full names preferred, first name initials also possible) with their affiliations (institution from smallest to largest unit, postal address including country),
- a footnote indicating the **corresponding author** including a valid e-mail address (telephone, fax, web-site optional; additional footnotes with other authors' contacts possible),
- dates of receipt, receipt of the revised version and acceptance will be added by the publisher, as will logos, copyright lines, page headers and the coloured abstract background,
- about four **keyword** suggestions (Articles are classified with keywords to enhance discoverability. Keywords should be comprehensive, reflect the essence and major aspects of the work, and be as precise as possible. Avoid expressions which are not generally known by the physics community, especially abbreviations.),
- an **abstract** which concisely summarizes the reported study and results (optional: eye-catching abstract figure with or without brief caption in the right column; if there is no abstract figure, the abstract text should be divided into both columns),
- an **introduction** or motivation (please put your results into their scientific context, outlining the progress achieved

Table 2 Fonts and font size conventions for pss manuscript components as defined in the template.

pss-styles	Font	Size
01_Title	Arial/Helvetica	18pt
02_Author	Arial/Helvetica	10pt
03_Address	Times New Roman	9pt
04_Received_Date	Times New Roman	9pt
05_PACS	Times New Roman	9pt
06_Footnote	Times New Roman	9pt
07_Email_Address	Arial/Helvetica	8pt
08_Abstract	Times New Roman	9pt
09_Body_text	Times New Roman	10pt
10_Free-standing_Heading	Arial/Helvetica bold	10pt
11_Inline_Heading	Arial/Helvetica bold	10pt
12_Equation	Times New Roman	10pt
13_Figure_Caption	Times New Roman	9pt
14_Table_Title	Times New Roman	9pt
15_Table_Body	Times New Roman	9pt
16_Table_Legend	Times New Roman	8pt
17_Acknowledgements	Times New Roman	9pt
18_References	Times New Roman	9pt


in the present study in comparison to information already available in the literature from the authors' and other researchers work),

- a main part with sections devoted to the theoretical or experimental methods, results and discussion,
- **conclusions** revisiting the main results and derived findings (keep in mind that the scope of the abstract is different from that of the conclusions),
- optionally acknowledgements,
- bibliographic **references** (see Section 3 for details).

Authors may also add **supporting information** for online publication at Wiley InterScience to an article (tables, animations, movies etc.), provided that the manuscript remains a self-explanatory unit. Please send this material to the Editorial Office at pss@wiley-vch.de, or on a CD-ROM if the amount of data is too large to be transferred by e-mail.

2 How to use the Word document template

Open the template file `pss_author_style_file.dot` and save it as file `<your_manuscript_name>.doc` (Office 2007 users please also save as `.doc`, since the online submission system does not accept `.docx`). Then simply replace the dummy-text in the template with your input. **Please do not change the pre-defined margins, font sizes, and other dimensions.**

2.1 Applying styles The template provides pre-defined *pss* styles for specific text components edited by the authors of a manuscript (Table 2). Office 2003 lists them in the drop-down menu with the default formats, Office 2007 users can find the *pss* styles by clicking the  arrow in 'Menu: Start > Styles'. There are two ways to apply a style to an item in the manuscript:

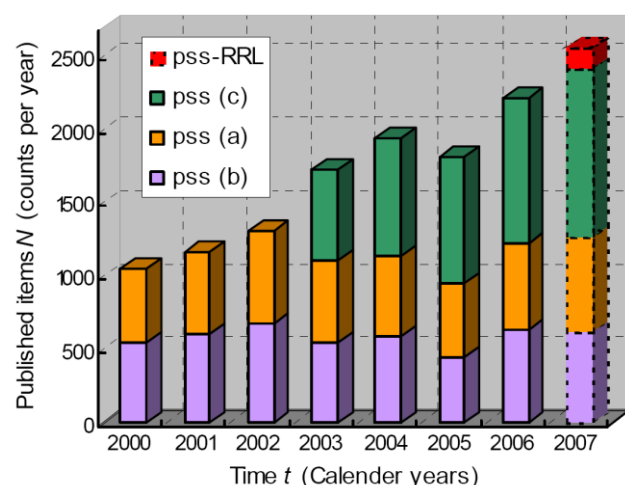


Figure 1 The plot shows the number of articles N published in pss versus time t . The colours refer to the four different journal series as indicated in the legend.

1. Retain the style of the dummy-text when you replace it with your input. If you draft in another file and copy from there, click on the context-related 'insert'-icon that appears after pasting. Here you can determine if styles should be kept or adapted for the inserted text (Note that 'insert text only' will lose any sub- and superscript formatting though.).

2. Mark the text after typing and click on a style.

Example: To insert and format the corresponding author information, place the cursor at the end of the name, go to 'Menu: Insert > Reference > Footnote', activate '06_Footnote', type 'Corresponding author: e-mail pss@wiley-vch.de', mark the e-mail address and select '07_Email_Address' to get 'Corresponding author: e-mail pss@wiley-vch.de'.

2.2 Inserting figures There are several possibilities for adding graphics with captions to a Word-file (for format conventions and technical graphics requirements see Section 3).

1. Plain: Position the cursor at the chosen site in the body text. Then simply insert the graphics file ('Menu: Insert > Graphics > From File') and edit its properties with respect to scaling and positioning options. Add the caption directly below the picture and then continue with the body text. This method is simple, but carries a practical disadvantage: Picture and caption will not float within the text as a unified element (cf. Fig. 1).

2. Table: Place the cursor at the intended position in the body text, insert a table with two cells ('Menu: Table > Insert', either 1 column and 2 rows or 2 columns and 1 row) in 'simple' auto-layout (no frame lines), and format the width of the table. For positioning, first choose the table layout property 'floating with text'. Then set a vertical and horizontal distance with respect to the page margins. Before inserting the figure into a cell, the line spacing of the paragraphs within should be set to 'regular'. Paste your figure into the upper or left cell (important: graphics layout

properties need to be 'text in line'), and add a caption within the remaining other cell. This method has graphics and captions floating in the text together, but may involve some complicated menu-navigation.

3. Textbox: Place the cursor at the intended position, open a text-field ('Menu: Insert > Text-field'), and paste your figure inside. Add a caption within the text-field below the picture. Size and position of the floating element in the body text is then a layout property of the text-field and can be edited in the related context-specific menu. This method usually works well for writing and editing, but may cause conversion difficulties and errors during typesetting.

3 Layout and style conventions The standard fonts as defined in the template are listed in Table 2. Please use Times New Roman, Times, Arial, Helvetica or Symbol ($\Sigma\psi\mu\beta\sigma\lambda$) fonts as much as possible, since other fonts (e.g., Asian or Russian character fonts) may cause conversion problems.

The **title** is not capitalized, but in lower case letters except for the first word and proper nouns.

Section **headings** come as in-line running heads in lower case letters except for proper nouns, certain abbreviations, physical quantities and the like. They should be consecutively numbered by decimal numbers as **1**, **1.1**, **2** etc., followed by a space and the heading text. After a further space the body text starts on the same line. The free-standing heading-style (pss-style 10) is reserved for the first of two consecutive headings.

The number format uses a decimal point (not a comma) and scientific notation as in $2.1 \times 10^{-4} \Omega$, or alternatively $0.21 \text{ m}\Omega$ (no engineering notation like $2.1\text{E}-4$, also in figures). For symbols and units, avoid writing alpha, Ohm, deg; use Greek and special characters instead: α , Ω , $^\circ$. All physical quantities and constants should be given in *italic*, vectors in ***bold italic*** letters (both in the text and in equations). Please distinguish carefully between subscripts, superscripts, and special symbols. Units (e.g. V/cm, K, Pa etc.) should be written in upright letters (not in italics) with a short space to the number before. Please use SI units throughout. Mathematical functions which are tabulated (e.g. sin, cos, exp, e, etc.) should be given in upright letters (not in italics).

Equations may be numbered sequentially. Except for small in-line equations, they should appear on separate lines, such as

$$G = \frac{a+b}{i \cos a} \sum_{n=1}^{\infty} b_1 b_{n1} + c \sum_{n=1}^N b_2 a^n. \quad (1)$$

In the text, equations may be referred to by writing "... in Eq. (1)". At the beginning of a sentence, use the full form "Equation (1) shows ...".

Figures and tables can be one (8.4 cm) or two columns (17.2 cm) wide, have captions below, above, or to the side, and are preferably placed at the top or bottom of a page.

They are referenced in the text as “Table/Fig. 1”, or “Table/Figure 1” at the beginning of a sentence. Please limit the number of figures to maintain a reasonable relation to the amount of text.

Figures must be carefully prepared ready for production. Lettering and symbols should be no less than 1.5 mm high. Avoid small open symbols, small dots, small decimal points, hairlines, close-dotted or short-dashed lines. Draw a closed axes frame in diagrams with the axis titles (quantity or symbol followed by the unit in brackets, like “Raman shift (cm^{-1})”) parallel to the corresponding axis, outside the frame.

Captions start with the number of the figure, spell out the plotted quantities by variable and full name, and end with a full stop. Remember to label each plotted data trace. Please use only standard fonts (Arial, Times New Roman, Symbol) or include the fonts in the figure file. When composing a figure, avoid using separate drawing elements in Word such as arrows, symbols or letters, since these are sometimes lost if a figure must be extracted from the Word file during typesetting. All elements of a figure should be grouped together as one graphics object.

Halftone figures should have 300 dpi, line drawings 600 dpi minimum resolution in final size. Screen or Web resolution is insufficient for print publication.

Colour figures will generally remain in colour in the internet PDF version at no cost. The print version will be black/white unless colour figures are purchased by the authors using the colour print authorization on the Reprint Order form when returning proof corrections.

References should be numbered by order of appearance in the text, denoted in square brackets inside the sentence, such as [1], [1, 2] or [1–3], and listed at the end of the manuscript [1–10]. Please do not use the footnote/endnote function which is inherent to MS Word. Additional tools such as the (commercial) software EndNote® (www.endnote.com) allow for convenient bibliography management with respect to both correct numbering and style.

Please adhere to the journal’s reference scheme, which is: Author names, Journal title according to the INSPEC List of Journals abbreviations (in January 2009 our abbreviation changed from “phys. stat. sol.” to “Phys. Status Solidi”), followed by volume number in bold face, starting page, and year of publication in brackets [1, 2]. For references to books see the examples [3–5]. When citing conference proceedings, please add all available data such as title, date, and place of the conference as well as publisher, place, and year of publication or, alternatively, the corresponding journal citation [10].

4 Manuscript submission Please finish your manuscript by checking that it contains all the essential information listed in Section 1.3, is available in one Word or pdf-file including figures and tables, and meets the length restriction if applicable.

4.1 Regular submissions to pss (a) and (b)

Please submit your manuscript electronically via our online submission system at www.manuscriptXpress.com/osm. For information on the submission and consideration process for your article as well as on the Editorial Board please refer to the journals’ homepages (www.pss-a.com, www.pss-b.com). If you have any further questions or experience technical problems do not hesitate to contact us at pss@wiley-vch.de.

4.2 Special issues and conferences, especially pss (c)

For publication in pss (c) production will be based directly on your fully formatted, publication-ready file. No page proofs will be sent. Organisation and handling of submissions to conferences and special issues may vary. Please follow the specific information given by the event’s organisers. Do not send your manuscript to the Editorial Office unless the organisers or Guest Editors have explicitly instructed contributors to do so. Further information is available at ‘www.pss-c.com > For authors’.

Thank you for taking the time to consider these instructions. We wish you success with the manuscript preparations and look forward to your submission to pss.

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