

AUTHOR'S GUIDE FOR MANUSCRIPT PREPARATION

These instructions have been written specifically for the authors of manuscripts submitted for publication in the NIMB Special Issue devoted to 18th International Conference on the PHYSICS OF HIGHLY CHARGED IONS (HCI-2016), KIELCE, POLAND, 11-16 September, 2016. Therefore, they may differ slightly to those sent to authors of regular papers submitted to "Beam Interactions with Materials and Atoms - Nuclear Instruments and Methods in Physics Research, Section B" (NIMB).

Types of contributions

- Contributed papers (selected topics and posters)
- Invited papers (review lectures and progress reports)

Submission of contributions

Authors will submit their papers using the Elsevier Editorial System (EES):

http://ees.elsevier.com/nimb_proceedings/default.asp

After accessing EES follow the link '**submit paper**'. If you are a registered user enter your username and password, otherwise follow the link '**Register Now**' and fill in the registration form. After you have registered, follow '**Submit New Manuscript**'.

When asked for the 'Article Type', please be sure to select 'SI: NIMB_HCI 2016'.

In submitting a manuscript for publication in the Special Issue, the author states : (i) the manuscript has not been published previously, (ii) it is not being simultaneously considered for publication elsewhere and, (iii) the authors have obtained the necessary authority for publication.

Deadline for receipt of manuscripts via the Elsevier Editorial System (EES) to be assured for consideration for the HCI-2016 conference Special Issue: **30 November, 2016. No late papers will be accepted.**

Instructions to authors for manuscript preparation

Format of manuscripts

The manuscripts will be published in English. Authors' manuscripts must be consistent in style, spelling and syntax. Please note that neither the Conference Editors nor Elsevier Editors have the facilities to provide language editing for papers, so if English is not your native language you are advised to ask English speaking colleagues (or co-worker) to check your paper or have it edited by a professional. ***Papers with inadequate English will not be published.*** The manuscripts should be submitted in double-spaced typing (not 1-1/2 spaced typing), 12 point Times font, on ***consecutively numbered pages*** of uniform standard size such as A4 or US Letter, with 3.0 cm margin on the left and 2.0 cm margins on top, bottom and right. Lines should not be numbered. ***Do not use templates or style sheets imitating final journal styles.***

Organization of manuscripts (Each item should begin on a new page)

1. Title page containing the following, centered, starting at the top: title, names, affiliations and addresses of all authors. This is followed by the abstract, left-justified and double-spaced, which must include a concise statement of results and conclusions. (Note that abstract may extend onto a second page if necessary, but should be limited to about 300 words).
2. Text, double-spaced, which will generally consist of sections such as Introduction, Experimental, Methods, Results, Discussion, Conclusions.
3. List of references
4. Tables, one per page (caption above each table, Roman numeral)
5. List of figure captions
6. Figures (without captions); just put figure number (Arabic numeral) at bottom.

Nomenclature and units

Authors are required to use the SI system for units and nomenclature.

Comment: Subunits like mm, GW etc. are of course allowed, as is cm. A few non-SI units like eV and Å are so engrained that use may continue. Prefixes and abbreviations must be correct, i.e. keV, *not* KeV, cm, *not* cms, µg, *not* mkg, etc. Finally **dose** may only be used where appropriate i.e. for absorbed (deposited) energy density. Otherwise **fluence** should be used. Note that the dimension of dose is energy/mass (J/kg or Gray, Gr) while the dimension of fluence is particles/area (most often cm⁻²).

Minimum length : Authors should aim for their papers filling AT LEAST three published pages .

Length estimation: To ensure that you are within the appropriate page limits, fill out the Manuscript Length Estimate Form and include it in your submission. The form uses the following formula:

Number of characters¹⁾ (using "character count")		= A
Number of 1-column tables or figures		= B
Number of 2-column tables or figures		= C
Estimated number of printed pages³⁾ = (A + 1300B + 5000C)/8500		

¹⁾ Including title, abstract, captions and references, including spaces.

²⁾ Each independent figure including Fig.a, Fig.b, Fig.c, etc. must be counted separately.

References

The references should be numbered consecutively throughout the text and should be collected together in a reference list at the end of the paper. Authors should ensure that every reference appearing in the text is in the list of references and vice versa. In the text, numerals for references are given in square brackets [] full-size, not as superscripts; numerals referring to equations are enclosed in parentheses.

The following are examples of how references should be listed for (1) a journal article, (2) a book, and (3) a multi-author book :

1. R. Angers, M.R. Krishnadev, R. Tremblay, J.-F. Corriveau, and D. Dube, Mater. Sci. Eng. A, 262 (2009) 9.
2. A. Nadai, Theory of Flow and Fracture of Solids, Vol.1, 2nd ed. (McGraw-Hill, New York, 2010), p.350.
3. R. Ferro, G. Zanichchi, and R. Marazza, in Ternary Alloys, ed. by G. Petzow and G. Effenberg, Vol.6 (VCH, Weinheim, 2006), p.318.

Authors may also opt to give the full titles of papers published in journals. In this case, full titles must be given for all journal papers listed.

Conference proceedings which are not published in archival journals cannot be used as references. For PhD theses, provide the title, name of university, and year. A "personal communication" should be referred to only when permission has been obtained from the person who made the personal communication and should include the affiliation of the individual. A reference to "in press" implies that the paper has been accepted for publication and must include the name or title of the publication. "Unpublished results" and oral presentations are not acceptable references. Each reference should be complete; thus, the use of *ibid.*, *idem.*, etc. is not permitted. The author list of references for which there are more than ten authors may be abbreviated to "Author1, Author2 ... Author10, et al." Abbreviations for the titles of journals should follow the system used by the Chemical Abstracts Service Source Index and Supplements.

Tables

Each table, regardless of how short, should be placed on a new page. They are to be numbered with Roman numerals, and should have captions which make their general meaning understandable without reference to the text. The units in which results are expressed should be given at the top of each column and should not be repeated on each line of the table. It should be remembered that the length of a printed page is always greater than its width. Tables printed sideways (landscape) should only be used in extraordinary circumstances.

Figures

Figures should be numbered with Arabic numerals, with grouping of figures permitted and labelled with lower-case letters (e.g., figure 2a, 2b, etc.). If possible, graphs, schematics, spectra, etc. should be submitted in the actual size at which they should be published. The width of figures (in the actual size) would be less than 8 cm, which is the maximum width of columns in the journal. If necessary, the publisher may reduce the size of particular graphs, schematics, spectra for publication as appropriate. All letters and numbers in figures at the actual size should be at least 3 mm in height. Care should be taken in the use of computer-generated figures in that they often contain extraneous information or do not write exponents, subscripts, formulas, or symbols correctly (e.g., CR2O3 for chromium oxide on a figure is not acceptable). For micrographs, a scale bar (sometimes called a micron marker) must be placed on the micrograph. Figure captions must be provided on a separate page.

Colour figures

If you submit usable colour figures with your accepted article, then Elsevier will ensure that these figures will appear in colour online (e.g., [ScienceDirect](http://www.sciencedirect.com) and other sites) at no additional charge.

The corresponding author will receive information by the publisher regarding the costs of colour reproduction in print after receipt of the accepted article.

If you should not opt for colour in print, please submit usable black and white images corresponding to all the colour illustrations, because of technical complications which can arise when converting colour figures to 'grey scale' for the printed version.

Refereeing

The manuscripts will be evaluated according to the regular standards of the journal. The corresponding author of each manuscript will be notified about the recommendations of the referees. If revisions are requested, the corresponding author is expected to provide a response and possibly revised manuscript promptly.

The corresponding authors will be notified about final acceptance or rejection of their respective papers.

Publishing Procedure

Page proofs Page proofs are sent out by the Publisher to the Author in order to check that no undetected errors have arisen in the typesetting or file conversion process. Only typesetting and minor language errors such as spelling mistakes may be corrected in the proofs. No substantive changes in, or additions to, the accepted paper will be accepted.

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Quote from the NIMB 2009 Editorial

'We encourage authors and reviewers to make stronger efforts to ensure that reference lists in submitted manuscripts are sufficiently complete. Not only is complete referencing important for setting priorities, but now that statistics based on referencing are increasingly been taken into account for the decisions of science administrators and fund-granting bodies, you do the journal, the field of beam-matter interactions and yourself a common service through being very meticulous in fully citing all the relevant references, be they in NIMB or other journals.

Correct acknowledgement of effort is also important when considering authorship. We remind you that all significant contributors to the work should be included as authors, and it is important that all authors listed on submitted manuscripts have in fact contributed significantly to the work, and have given approval for their authorship prior to submission. It is important to note that responsibility for the content of a manuscript is shared jointly and equally by all the co-authors.

We intend to make stronger efforts to ensure that whenever significant results from calculation by a computer program are given, the name and version of the code, and the origin of underlying data such as stopping powers or cross sections are given in sufficient detail to enable an independent check of the calculation. Authors and reviewers are encouraged to pay particular attention to reporting this aspect of methodology.'