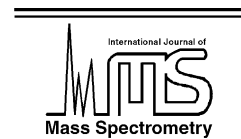




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International Journal of Mass Spectrometry 225 (2003) 185–190



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Guide for Authors

1. Submission of Articles

1.1. General

The *International Journal of Mass Spectrometry* welcomes the following types of papers:

- Full length articles: Comprehensive description and discussion of original research investigations; the experimental techniques must be described in detail
- Accelerated Communications: Brief reports (normally no longer than 4 printed pages or 2000 words) of significant, original and timely research. In considering the suitability of an Accelerated Communication for publication, the editors pay particular attention to the originality of the research performed and the desirability of rapid publication. Accelerated Communications will be published within 8–10 weeks after acceptance of the article by the editor concerned. No proofs will be sent to the authors.
- Reviews: Timely, critical reviews will focus on recent developments while keeping historical documentation to a minimum. Reviews will often be solicited, but prospective authors are also encouraged to contact the editors or editorial board members regarding the appropriateness of the subject matter. In general, the length should not exceed 30–40 printed pages.

It is essential to give a fax number and e-mail address when submitting a manuscript. Articles must be written in good English.

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher.

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1.2. Submission to the journal on paper

Three copies of the manuscript, including one set of high-quality original illustrations, suitable for direct reproduction, should be submitted. (Copies of the illustrations are acceptable for the other sets of manuscripts, as long as the quality permits refereeing.)

Send your manuscript to one of the Editors at the address below:

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1.3. Online Electronic Submission to the journal

Instead of submission on paper, authors can also upload their article as a LaTeX, Microsoft® (MS) Word®, WordPerfect®, PostScript or Adobe® Acrobat® PDFdocument via the "Electronic Submission" pages of this journal, at <http://www.elsevier.com/locate/disksub>, where you will also find a detailed description on its use. This involves a one-time registration procedure. The system generates an Adobe Acrobat PDF version of the article, which is used for the reviewing process. Unlike submission on paper, please embed tables and low quality versions of your figures in the text file itself, AND submit tables and high-quality figures separately and one-by-one as well. Authors, Reviewers and Editors send and receive all correspondence by e-mail and no paper correspondence is necessary. Note: compuscripts submitted are converted into PDF for the review process but may need to be edited after acceptance to follow journal standards. For this an "editable" file format is necessary. See the section "Sending accepted articles to Elsevier in electronic format" and the further general instructions on how to prepare your article below.

1.4. Sending accepted articles to Elsevier in electronic format

We accept *editable* files in most word-processing formats, but Word, WordPerfect or LaTeX is preferred.

An electronic version of the text should be submitted together with the final hardcopy of the manuscript. The electronic version must match the hardcopy exactly. Always keep a backup copy of the electronic file for reference and safety. Label storage media with your name, journal title, and software used. Save your files using the default extension of the program used. No changes to the accepted version are permissible without the explicit approval of the Editor. Electronic files can be stored on 3½-inch diskette, ZIP-disk or CD (either MS-DOS or Macintosh). It is important that the file be saved in the native format of the word-processor used. The text should be in single-column format. Keep the layout of the text as

simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word-processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc.

Unlike with electronic submission, do not embed "graphically designed" equations or tables, but prepare these using the word-processor's facility. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also Guide for electronic submission: <http://www.elsevier.com/locate/disksub>). Do not import the figures into the text file but, instead, indicate their approximate locations directly in the electronic text and on the manuscript. See also the section on Preparation of electronic illustrations. To avoid unnecessary errors you are strongly advised to use the 'spell-check' function of your word-processor.

Although Elsevier can process most word-processor file formats, should your electronic file prove to be unusable, the article will be typeset from the hardcopy printout.

2. Preparation of text

2.1. Presentation of manuscript

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Italics are not to be used for expressions of Latin origin, for example, *in vivo*, *et al.*, *per se*. Use decimal points (not commas); use a space for thousands (10 000 and above).

Authors in Japan kindly note that, upon request, Elsevier Science Japan will provide a list of people who can check and improve the English of an article before submission. Contact our Tokyo office:

Elsevier Science K.K., Editorial Service, 1-9-15 Higashi Azabu, Minato-ku, Tokyo 106-0044, Japan; Tel.: +81-3-5561-5032; Fax: +81-3-5561-5045; e-mail: info@elsevier.co.jp. Print the entire manuscript on one side of the paper only, using double spacing and wide (3 cm) margins. (Avoid full justification, i.e., do not use a constant right-hand margin.) Ensure that each new paragraph is clearly indicated. Present tables and figure legends on separate pages at the end of the manuscript. If possible, consult a recent issue of the journal to become familiar with layout and conventions. Number all pages consecutively.

Provide the following data on the title page (in the order given).

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.
- **Abstract.** A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References should therefore be avoided, but if essential, they must be cited in full, without reference to the reference list. Non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.
- **Keywords.** Immediately after the abstract, provide a maximum of 4 keywords, using American or British spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.
- **Abbreviations.** Define abbreviations that are not standard in this field at their first occurrence in the article: in the abstract but also in the main text after it. Ensure consistency of abbreviations throughout the article.

N.B. **Acknowledgements.** Collate acknowledgements in a separate section at the end of the article and do not, therefore, include them on the title page, as a footnote to the title or otherwise.

2.2. Arrangement of the article

Subdivision of the article: After the abstract, divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

- **Introduction.** State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.
- **Experimental/Materials and methods.** Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described. Include in figure legends and table texts technical details of methods used, while describing the methods themselves in the main text.
- **Results.**
- **Discussion.** This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.
- **Conclusions.** A short Conclusions section is to be presented and should be divided into specific points.
- **Appendices.** If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: (Eq. A.1), (Eq. A.2), etc.; in a subsequent appendix, (Eq. B.1) and so forth.
- **Acknowledgements.** Place acknowledgements before the references, in a separate section, and not as a footnote on the title page.
- **References.** See separate section, below.
- **Figure legends, tables, figures, schemes.** Present these, in this order, at the end of the article. They are described in more detail below. High-resolution graphics files must always be provided separate from the main text file (see Preparation of illustrations).
- **Text graphics.** Present incidental graphics not suitable for mention as figures, plates or schemes at the end of the article and number them 'Graphic 1', etc. Their precise position in the text can then be defined similarly (both on the manuscript and in the file). See further under the section: Preparation of illustrations. Ensure that high-resolution graphics files are provided, even if the graphic appears as part of your normal word-processed text file.

2.3. Specific remarks

Mathematical formulae. Present simple formulae in the line of normal text where possible. In principle, variables are to

be presented in italics. Use the solidus (/) instead of a horizontal line, e.g., Xp/Ym rather than

$$\frac{X_p}{Y_m}$$

Powers of e are often more conveniently denoted by exp (number) consecutively any equations that have to be displayed separate from the text (if referred to explicitly in the text).

Footnotes. Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Many word-processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves on a separate sheet at the end of the article. Do not include footnotes in the Reference list. Table footnotes: indicate each footnote in a table with a superscript lowercase letter.

Tables. Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

Nomenclature and units. Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI. You are urged to consult IUPAC: Nomenclature of Organic Chemistry <http://www.iupac.org/> and IUPAC: Nomenclature of Inorganic Chemistry <http://www.iupac.org/> for further information.

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Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Text: Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given. Example: "... as demonstrated [3,6]. Barnaby and Jones [8] obtained a different result"

List: Number the references (numbers in square brackets) in the list in the order in which they appear in the text. Examples:

Reference to a journal publication:

- [1] J. van der Geer, J.A.J. Hanraads, R.A. Lupton, J. Sci. Commun. 163 (2000) 51.

Reference to a book:

- [2] W. Strunk Jr., E.B. White, The Elements of Style, third ed., Macmillan, New York, 1979.

Reference to a chapter in an edited book:

- [3] G.R. Mettam, L.B. Adams, in: B.S. Jones, R.Z. Smith (Eds.), Introduction to the Electronic Age, E-Publishing, Inc. New York, 1994, pp. 281.

Journal names should be abbreviated according to CAS (Chemical Abstracts Service): <http://www.cas.org/>
Responsibility for the accuracy of bibliographic citations lies entirely with the authors.

4. Preparation of Illustrations

4.1. General

Provide all illustrations as high-quality printouts, suitable for reproduction (which may include reduction) without retouching. Number illustrations consecutively in the order in which they are referred to in the text. They should accompany the manuscript, but should not be included within the text. Clearly mark all illustrations on the back (or – in case of line drawings – on the lower front side) with the figure number and the author's name and, in cases of ambiguity, the correct orientation. See also the section on Preparation of electronic illustrations below. Mark the appropriate position of a figure in the article.

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Ensure that each illustration has a caption. Supply captions on a separate sheet, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

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Supply high-quality printouts on white paper produced with black ink. The lettering and symbols, as well as other details, should have proportionate dimensions, so as not to become illegible or unclear after possible reduction; in general, the figures should be designed for a reduction factor of two to three. The degree of reduction will be determined by the Publisher. Illustrations will not be enlarged. Consider the

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- Save text in illustrations as "graphics" or enclose the font.
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- Use a logical naming convention for your artwork files, and supply a separate listing of the files and the software used.
- Provide all illustrations as separate files and as hardcopy printouts on separate sheets.
- Provide captions to illustrations separately.
- Produce images near to the desired size of the printed version.
- Files can be stored on 3½ inch diskette, ZIP-disk or CD (either MS-DOS or Macintosh). A detailed guide on electronic artwork is available on our website: <http://www.elsevier.com/locate/authorartwork/>. You are urged to visit this site; some excerpts from the detailed information are given here. Formats Suggested drawing/image applications for your graphics are Adobe Photoshop, Adobe Illustrator, CorelDraw and Freehand. (Note the resolution requirements for line drawings, halftones, and line/halftone combinations as given above.) If you are using other applications, please convert the drawing or graphic images to one of the following formats:
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 - TIFF: Colour or greyscale photographs (halftones): always use 300 dpi. For colour images always use CMYK.
 - TIFF: Bitmapped line drawings: use 1000 dpi.
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5. Proofs

A form with queries from the copyeditor may accompany your proofs. Please answer all queries and make any corrections or additions required. The Publisher reserves the right to proceed with publication if corrections are not communicated. Return corrections within 7 days of receipt of the proofs. Should there be no corrections, please confirm this.

6. Submission checklist

It is hoped that this list will be useful during the final checking of an article prior to sending it to the journal's editor for review. Please consult this Guide for Authors for further details of any item. Ensure that the following items are present:

- One author designated as corresponding author: E-mail address, Full postal address, Telephone and fax numbers
- Disk is enclosed
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- Disk has been labelled with: article details (first author, first words of title), file name(s),
- media format (e.g., PC, Mac), file format (e.g., Word, LaTeX)
- All text pages
- Keywords
- Original artwork (high-quality prints)
- All figure captions
- All tables (including title, description, footnotes)
- Further considerations
- Manuscript has been "spell-checked"
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- All references mentioned in the Reference list are cited in the text, and vice versa
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