

Phonons 2001 Manuscript Preparation

The instructions for manuscript preparation are given below. All manuscripts will be refereed. The original and two copies of the manuscript, together with the length calculation form should be submitted to:

Phonons 2001 - Manuscript,
Department of Physics and Astronomy,
HB6127,
Dartmouth College,
Hanover, NH 03755, USA.

Please remember to include *3 or 4 Keywords*, which will be quoted in the Subject Index of the Proceedings. *Leave the paper number on the length calculation form blank.*

The receipt deadline is 16 July 2001. If it is necessary to revise your manuscript, please send an original and two copies of the revised version to the above address by 1 October 2001. Clearly mark one copy with the revisions made.

In addition to the hard copies you should provide your manuscript and figures electronically on a 3.5-inch, MS-DOS formatted, floppy disk (see instructions below). The figures should be in PostScript, Word, tiff, or gif format. The disks will be sent directly to the publishers who will not accept electronic manuscripts in any other form. Because of the publisher's requirements, *we cannot accept manuscripts submitted by email.*

Use the form below to calculate the manuscript length and adhere to the following page limits:

Plenary papers: 9 published pages

Invited papers: 6 published pages

Contributed papers (both oral and poster): 3 published pages.

Please avoid the use of color figures and artwork since these are very expensive to reproduce.

HOW TO PREPARE A MANUSCRIPT FOR ELSEVIER PROCEEDINGS

The manuscript should be written in English and neatly typed or printed on one side of the paper using **double line spacing**. Unclear handwritten insertions are not acceptable. The following guidelines should be carefully observed.

Number all pages, from the very first to the very last. The **FIRST PAGE** should contain the following items, in exactly the given order:

(1) **Version Date**, stating when that particular version was finalized / submitted.

(2) **Title** of the paper. Do not use capital letters.

(3) **Author's Names** (initials or first names before surnames), grouped together, separated by commas and each followed by a superscript letter (^a etc.), referring to the respective address.

(4) **Addresses**, each preceded by a superscript letter (^a etc.), referring to the respective author name(s).

(5) **Abstract**, which should be self-contained (no footnotes or references) and serve both as an index to and a brief summary of the paper.

(6) **3 or 4 Keywords**, which will be quoted in the Subject Index of the Proceedings.

(7) Name and complete **Postal Address** of the author that is responsible for further correspondence, plus valid **Fax number and E-mail address**.

The **NEXT PAGES** should contain the following items (in just this order): Main Text, References, Tables (with captions), list of Figure Captions, Figures. Acknowledgements (e.g. for grants) should be put at the end of the main text, before the references.

NOTATION must be legible, clear, compact and consistent with standard usage. All unusual or handwritten symbols whose identity may not be obvious to the typesetter must be identified in the left margin at first appearance. **Vectors** should be printed in **bold characters**; they will be typeset *bold italic*. Special attention should be given to characters that can be misread, such as: l (ell), 1 (one), N (prime), o (lower case), O (capital), 0 (zero), E (degree), v (vee), ν (Greek nu), c (lower case), C (capital), i, I, s, S, x, X, H (times), z, Z, p, P, ρ (Greek rho), k, K, κ (Greek kappa), etc. Please note the following Journal-specific notation: BCC, FCC, RF, RT, AC, DC, at%, wt%. Always abbreviated and with initial capital: Fig. 4, Eq. (3), Ref. [2]. Always use `single' quotation marks. Separate units from the preceding number by a space (230 K, 2.5 kHz, 3.2 A/m, etc.), but close up degrees and percentages (24EC, 53%). You are requested to *italicize* all symbols (the variables B not the units or standard functions such as exp, cos). However, on the other hand, subscripts and superscripts should be printed roman (i.e. not italic) if they do not denote a variable or an index but an abbreviation [e.g. T_C (Curie-temperature), E_g (ground-state-energy)].

FORMULAS should be displayed (i.e. put on separate lines) when they are important or quoted elsewhere, but also if they are likely to be broken incorrectly in the printed text. Displayed equations should still fit into the Journal text column width (i.e. 7.5 cm), so you should break long lines at suitable places, with this width in mind. Equation numbers should be put at the right margin. To permit a page break, they should not refer to a group of equations; rather subdivide your numbering [e.g. (2a), (2b)].

TABLES (with arabic numbering in order of appearance) should be used for all except the simplest tabular material. Their structure should be clear, with simple column headings giving all units. Choose the least space-consuming layout; in most cases this means rather making **long** than wide tables, to make them fit into a single printed text column.

FIGURES should be **ORIGINAL** drawings / glossy prints or photographs, i.e. **xerox copies will NOT be accepted!** Good laserprints are acceptable if they are absolutely clear and stainless. Electron micrographs should be provided with a scale bar within the figure and their top edge should be indicated. All details (lettering, plotted symbols) should have proportionate dimensions so as not to become illegible or unclear after reduction; in general the figures should be half the size of a typewritten page and also should be designed for reduction to one-column width (7.5 cm). Avoid small open symbols which tend to fill in upon reduction. The size of the lettering should be no less than 1.5 mm after reduction. Please check carefully for spelling mistakes and consistency with the main text. Wherever feasible, compile individual graphs with identical axis values and analogous captions into a single figure. All figures should be identified on the back by their number, the name of the first author and the reference number of the conference, if known. The numbering should be in the order in which they are referred to in the text. Finally, the **figure captions** should not be put under the figures but rather listed together on a **separate sheet**, preceded by 'Fig. 1.' etc.

REFERENCES should be consecutively numbered in the text [in square brackets], also according to their order of appearance. The information should be presented in the correct Journal style (see recent issues), especially with regard to the order of items. Include authors, journal names, page numbers, book editors, book or proceedings publishers (with location), and year of publication:

[1] F.J. Pinski et al., Phys. Rev. B 23 (1981) 5080.

[2] J. Jackle, in: Amorphous Solids: Low-Temperature Properties, ed. W.A. Philips (Springer, Berlin, 1981) pp. 135B160.

All references should be cited in the text.

THE ELECTRONIC VERSION OF THE MANUSCRIPT should be submitted together with the **final accepted** paper copy. It is the responsibility of the author to ensure that the version on disk exactly matches that on paper. Any of the well-known word processors may be used. The preferred storage medium is a standard 3.5 inch disk that has been formatted with MS-DOS. *Please, format EQUATIONS as Equations and not as figure boxes!* The text should be prepared in the same way as described above. The name and version of the word-processing program, the title, the first author's name and the conference code (for reference) should be clearly indicated both on the disk label and checklist.

CHECKLIST

- (1) The length of the manuscript may not exceed the conference limit (see the length calculation form).
- (2) The manuscript should be double-spaced throughout.
- (3) Number all pages consecutively.
- (4) Give full postal address of the corresponding author plus *Fax and E-mail nos.* and 3 or 4 *keywords* on the first page.
- (5) Give references complete and in Journal style.
- (6) Supply only first-quality *original figures / photographs*.
- (7) Put the figure captions in a list on a separate sheet.
- (8) Indicate type / version of the word processor on the disk.
- (9) Fill out the enclosed *Length Calculation Form* correctly and completely.
- (10) Submit three copies of the paper, together with one set of original figures / photographs, a disk with the electronic version of the manuscript (8) and the filled out form (9).

LENGTH CALCULATION FORM

Paper number:

NOTE: THIS FORM MUST BE SUBMITTED WITH THE MANUSCRIPT

2 × 48 lines per column = 96 lines per page

Manuscript item	Lines used <i>m</i>	Characters per line ^{a)} <i>n</i>	Multiplier <i>c</i>	Printed lines ^{b)} <i>m × n × c</i>
Title			1/16	
Author names			1/16	
Addresses (one per line)			1/54	
Abstract			1/54	
Keywords			1/54	
Mandatory standard (blank) lines on first page				38
Total lines first page				
Main text, page 2			1/48	
Main text, page 3			1/48	
Main text, page 4			1/48	
Main text, page 5			1/48	
Two extra lines for each displayed equation	Number of displayed equations × 2 =			
Two extra lines per section heading	Number of section headings × 2 =			
References			1/54	
Total lines of main text and references				
Caption Table 1			1/54	
Table 1		54	1/54 ^{c)}	
Caption Table 2			1/54	
Table 2		54	1/54 ^{c)}	
Mandatory 5 lines per table	Number of tables × 5 =			
Total table lines				
Figure captions			1/54	
Figures	Height <i>h</i> (cm)	Reduction <i>r</i> ^{d)}	Multiplier <i>c</i>	<i>h × r × c</i>
Fig. 1			2.35 ^{c)}	
Fig. 2			2.35 ^{c)}	
Fig. 3			2.35 ^{c)}	
Fig. 4			2.35 ^{c)}	
Mandatory 2 lines per figure	Number of figures × 2 =			
Total figure lines				
Total manuscript length = Total number of lines/96				

^{a)} Including spaces.

^{b)} Round to nearest larger integer.

^{c)} Double the multiplier in case the table or figure covers two printed text columns.

^{d)} Choose smallest reduction factor *r* (e.g. *r*=0.35) while retaining legibility of lettering and symbols (and obeying the 7.5 cm maximum width).