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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.

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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. 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*.

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How to prepare a manuscript without T_EX

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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.

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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.

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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).

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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 should 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. G. Moreau, Eur. Phys. J. C (in press).
DOI 10.1140/epjc/s2005-02165-5 (2005)

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

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