Manuscript Preparation Guide

GENERAL INFORMATION

ROMANIAN JOURNAL OF PHYSICS is a publication of the Romanian Academy. The journal was first published in 1992, as a continuation of the former REVUE ROUMAINE DE PHYSIQUE (established 1957). It has an international character intended for the publication of original contributions in theoretical and experimental physics. Publications can be full-length articles containing original results or short notes (letters) aimed at a rapid communication of new research results. The journal may also publish conference papers or proceedings. Recent books may be presented and reviewed. No page charge is requested except for the proceedings volumes published by conference organizers.

The recommended language is English (or American English, yet please, try not to mix), but French is also accepted.

All papers are subjected to a fair, discrete and anonymous refereeing procedure that may take some time (at least two months) after which the main/corresponding author will be acknowledged.

Authors are encouraged to correspond with the editorial office mainly *via* electronic mail (e-mail). They may also inquire on special problems to the editors to the following addresses
moancea@nipne.ro, moancea_rjp@yahoo.com.

INSTRUCTIONS FOR MANUSCRIPT SUBMISSION

Please, make sure that the contribution you are intending to submit for publication in "ROMANIAN JOURNAL OF PHYSICS" contains the followings:

1. one camera-ready paper or **electronic copy** (with figures, captions of figures, tables, etc., included in text) for the referees. The electronic copy must be in PDF™ format and may be submitted on CD or attached to the e-mail submission message. Please, ensure that the PDF file is correctly generated (fonts and figures are properly embedded) to allow displaying and printing on a remote machine (such that the paper copy is an exact reproduction of the electronic copy).

2. the document source(s) (DOC/TEX and all other depending files – figures, bibliographic databases, etc.) on CD or attached to the e-mail submission message: The Editorial Office recommends using the document templates available for Microsoft (MS) Word and LaTeX on the web site of the journal. Beware, that MS Word documents in MS Word 2007 and later format are not accepted! To prevent data corruption during transfer, the source file(s) should be archived and compressed using ZIP format (please ensure that the compression program doesn't use a special derivation of the ZIP algorithm; if in doubt, ask a friend/co-worker to uncompress the archive with mainstream compression software before sending it).

Authors are kindly asked to provide the physics field under which the main topics/subjects of the paper can be enlisted. It is recommended to try to find a suitable domain (list) by looking at previously published scientific material on the journal web site.

If your manuscript is accepted for publication, the editor may ask for an acknowledgement of authorship from each co-author as well as a statement granting the copyright to the Journal. The transfer of copy right form is available on the journal web site and should be downloaded, printed, signed by each author, scanned as PDF and then send via e-mail to the editorial office in order to complete the submission process. Please, do not send the filled transfer of copy right form before being informed that your paper is accepted for publication! Also, please be advised that failure to provide a correctly compiled transfer of copyright form, when asked to do so, may lead to indefinite delays in publishing your contribution!

INSTRUCTIONS FOR MANUSCRIPT PREPARATION

GENERAL CONDITIONS

- The scientific contributions must be submitted in electronic form and typeset in MS Word (versions 1997 to 2003) or LaTeX (whichever you know to operate better) according to the guidelines presented below (always using the latest version of the templates provided on the journal web site!).
- We strongly suggest that you to check the document with TOOLS/SPELLING using US-English dictionary before submitting.

™ PDF is an acronym for Portable Document Format, an open source encapsulating format developed by Adobe.

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- The whole Ms Word document must be a single file, including text, figures, figure captions, tables and table legends, references, acknowledgments, etc., at their appropriate positions. The LaTeX documents must use only publicly available packages (like the ones found on CTAN.org) and they must be accompanied by all the needed external files (figures, bibliographic databases and so on) to ensure "compilation" on any major LaTeX distribution (MikTeX, TexLive, etc.). The main text/body of the LaTeX documents must be contained in a single file. Please, refrain from using command definitions in the preamble of your LaTeX contributions.

- Scanned papers (text, figures, *etc.*) are not accepted !!!

- The author(s) are responsible for the quality of the language. Accordingly, if you have difficulties, please, ask a colleague with a good command of English/French to check your contribution.

- The author is fully responsible for the scientific quality of the paper. Any contribution is carefully checked by two independent referees for acceptance.

- Manuscripts and one copy can be sent to any member of the Editorial Board, or directly to the Editorial Office. An accompanying (electronic) letter must contain the name and full address (including electronic mail address) of the person (contact author) to whom the correspondence has to be mailed by regular postal service or electronically.

P A P E R S E T T I N G S *

(bold/italic text corresponds to Ms Word 2003 field names)

Page Setup→Margins:
Top: 5 cm *Bottom*: 5.7 cm
Left: 4 cm *Right*: 4 cm
Gutter: 0 cm *Gutter position:* Left

Page Setup→Layout(From edge):
Header: 4 cm *Footer*: 0 cm
Page Setup→Paper(Paper size):
A4 (*Width*: 21 cm, *Height*: 29.7 cm)

Format paragraph→Indentation:
Left: 0 cm *Right*: 0 cm *Alignment*: Justified *Line spacing*: Single

Columns: One.

Page numbers: Top of page; Outside; Show number on first page: no.

The general structure of your contribution shall observe the following guidelines:

- The **Title** of the paper shall be preceded by 48pt vertical space and written using TIMES NEW ROMAN, 11pt, ALL CAPS, CENTERED.

- **Author** names shall be preceded by 24pt vertical space. Each author name shall contain the initial(s) of first name(s) followed by surname. Author names are to be written comma separated using TIMES NEW ROMAN, 9pt, ALL CAPS, CENTERED. For different affiliations use superscript ordered numbers.

- **Affiliations** shall be preceded by 6pt vertical space. Each affiliation shall start with a superscript number, connecting the name of the author to his/her affiliation. For a single affiliation no superscript number is required. Include e-mail addresses, if available. Use TIMES NEW ROMAN, 9pt, ITALIC, CENTERED.

- The **receipt date** shall be preceded by 6pt vertical space and written using TIMES NEW ROMAN, 9pt, ITALIC, CENTERED.

- The **Abstract** shall be preceded by 24pt, and written using TIMES NEW ROMAN, 9pt, JUSTIFIED, INDENT: FIRST LINE: 0.9 cm. The maximum recommended number of words per abstract is 50 for short notes, 100 for articles and 200 for reviews.

- **Key words** shall be preceded by 6 pt vertical space. They shall be written using TIMES NEW ROMAN, 9pt, JUSTIFIED, INDENT: LEFT: 0.9 cm, HANGING: 2.5 cm. It shall start with the words '*Key words*: ' in ITALIC. The maximum number of key words is 5 for reports, 10 for articles, and 15 for review articles. Same formatting is requested for PACS. It is recommended authors provide at least one of these two elements already when submitting the manuscript.

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* This section should not be used for manual formatting if you use the latest templates provided on the journal web site (www.nipne.ro/rjp/). It is present here as a description of the styles (Ms Word) or commands (LaTeX) supported by the corresponding templates – see table 1.

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- The **short title** shall appear in the Header of the document. A short title of maximum 60 characters including blanks is suggested. It shall be written in TIMES NEW ROMAN, 9pt, CENTERED.

- The text in the **body** of the manuscript must be typeset using the TIMES NEW ROMAN and SYMBOL (GREEK symbols for formulae and equations) fonts at 11pt, JUSTIFIED, INDENT: FIRST LINE: 0.9 cm, SINGLE LINE SPACING. Line spacing exceptions are allowed only if subscripts and/or superscripts appear frequently within a paragraph. Each paragraph shall be indented by 0.9 cm.

 The body of the document should be divided into sections numbered by Arabic figures, in the decimal system. The section heading should be limited to a single line of text. The *first-order headings* shall be written in TIMES NEW ROMAN, 9pt, ALL CAPS, BOLD, CENTERED, preceded by 24pt and followed by 12pt vertical space. The *second-order headings* shall be written in TIMES NEW ROMAN, 9pt, ALL CAPS, REGULAR, CENTERED, preceded by 18pt and followed by 12pt vertical space. The *third order headings* shall be written in TIMES NEW ROMAN, 11pt, BOLD and CENTERED, preceded by 12 pt and followed by 6 pt vertical space. The *forth order headings* shall be written in TIMES NEW ROMAN, 11pt, ITALIC, CENTERED, preceded by 12 pt and followed by 4 pt vertical space. Should headings of first, second, third or fourth order follow each other immediately, suppress the vertical space below the lower order heading - 12pt, 12pt, 6pt or 4pt, respectively. The text after headings shall start with a 0.9 cm indentation.

- Insert the **figures** at their appropriate position within the paper using **INSERT→PICTURE FROM FILE** menu items in MSWord or *includegraphics* command in LaTeX. Figures must not be larger than an A4 page each. For scanned figures, the resolution shall be set at minimum 300 DPI (Dots Per Inch). Color figures are not accepted unless authors ensure that the black-and-white (BW) (gray-scale) version of color figures are still clear and do not affect the scientific quality of the paper (it is recommended that such issues are dealt with before the paper is accepted for publication). Such figures will appear in color on-line and BW in print. Please, insert "(Color on-line)" at the start of the figure caption text to mark this publication choice. In exceptional cases please, contact the Editorial Board/Office for publishing conditions !

 Authors are fully responsible for obtaining the reproduction rights from copyright owners and citing the apropriate source of graphics and figures in their manuscript !

 Figures shall be listed in numerical order, bottom numbered and CENTERED on the page. **Figure numbers** shall be preceded by 6pt vertical space and written using TIMES NEW ROMAN, 9pt, CENTERED (*e.g.* 'Fig. 4 – ') followed by the caption text written using the same font size and horizontal alignment. After the figure caption introduce 12pt vertical space. **Figure captions** and **numbers** shall not be incorporated in the figure (MS Word only). In LaTeX use the *caption* command inside the *figure* floating environment. For physics graphics measure units shall be mentioned in brackets (*e.g.* $<m^2>$, $[cm^{-3}]$ or [a.u.]) and expressed in SI or other widely spread unit system according to requirements.

- **Tables** shall also be introduced at their appropriate place in the text (please, avoid listing them at the end of the paper). The **table number** shall be written above the table body using TIMES NEW ROMAN, 9pt, ITALIC, CENTERED, preceded by 12pt and followed by 6pt vertical space. The **table title** shall be written below the number of the table, using TIMES NEW ROMAN, 9pt, CENTERED, followed by 4pt vertical space. Introduce 12pt vertical space after the end of the table. Landscape tables are not accepted.

- The **equations** may be written either in *Equation Editor* or in text mode using (only!) TIMES NEW ROMAN or/and SYMBOL fonts. Please, respect the rule of writing variables in ITALIC and measure units in normal font, especially for equations written in text mode. The equations shall be preceded and followed by 6pt vertical space. Displayed equations shall be CENTERED and numbered with Arabic figures in parentheses (*e.g.* '(1)'), FLUSH RIGHT written using TIMES NEW ROMAN, 11pt.

- A short paragraph of **acknowledgements** is allowed to appear before the bibliography. It should be written in TIMES NEW ROMAN, 9pt, INDENT: FIRST LINE: 0.9 cm and start with the text "Acknowledgements." in ITALIC. Insert a blank space after the previously mentioned text and before introducing the body of the acknowledgements.

- The **bibliography** shall be a separate section placed at the end of the paper and having a first order heading formatted accordingly which contains the text "References". No figures or tables are allowed to appear after the bibliography section. All text in the section will be written using TIMES NEW ROMAN, 9pt and further formatted according to the following guide lines:

     Journal articles – initials and names of authors separated by comma, title of article (ITALIC or between double quotes (but not both italic and between quotes!), optional), journal title (ITALIC), volume number (BOLD, optionally put issue numbers in parentheses without any separating space), page numbers (separated by em

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dash) or article identification number (optionally, add comma and number of pages; for pages use abbreviation "pp."), and year in parentheses followed by a period.

Books – initials and names of authors separated by comma, title of book between double quotes (ITALIC, not optional), publisher, place of publication, year, page numbers (optional) and a final period. For "edition" please, use "edn." rather than any other abbreviation (this applies to edited book as well).

Edited books – initials and names of authors separated by comma, title of article between double quotes (ITALIC), initials and names of editors followed by "(ed.)", "(eds.)" according to the case, title of book between double quotes (ITALIC), publisher, place of publication, page numbers, year and a final period.

Each entry in the bibliographic list shall be numbered with Arabic figures followed by a period (*e.g.* '7.'). Please leave a blank space between the number and the body of each bibliographic entry. For multiple bibliographic references corresponding to the same entry, introduce each reference on a separate line and a 9 mm indent from the second line of text.

Within the body of the document, the references shall be introduced writing the corresponding number in the bibliographic list within square parentheses (*e.g.* '[21]'). If possible link in-text reference to bibliography entry using the facilities offered by Ms Word and LaTeX.

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Science Citation Expanded (SciSearch®) and Journal Citation Reports/Science Edition
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Table 1

Correspondence between various fields of a Romanian Journal of Physics contribution
and Ms Word style or LaTeX commands from the templates.

Document Element	Ms **Word Style Name**	LaTeX document class command & details
Paper title	PAPER TITLE	/title{…}[*]
Author name(s)	AUTHORS	/author[nn[†]]{…}
Affiliation/Address	*Affiliation*	/affil[nn]{…}[*]
Abstract	Abstract	\begin{abstract} … \end{abstract}
Key words and/or PACS numbers	Keywords (enter manually "*Key words*: " respectively "*PACS*: ")	\keywords{…} and \pacs{…}[‡]
Short title	Substitute the header text on odd pages! In even page headers put author list or first author and "*et al.*" when number of authors > 3	Will be added by editor. Please, specify it as a comment at the beginning of document if title is too long to fit on single line in page header!
First order headings	Heading 1	\section{…}
Second order headings	Heading 2	\subsection{…}
Third order headings	Heading 3	\subsubsection{…}
Fourth order headings	Heading 4	\subsubsubsection{…}
Body of text	Body text	No special style or command is required.
Equations	Insert Equation Editor object or symbols in text mode (variables must appear in italics)	\begin{equation}\label{…} … \end{equation} $...$ in text mode[§] $$...$$ in display/math mode
Tables	Table Classic 1	\begin{table}[htb] … \end{table}
Table Number	Table number	Use \caption{…} inside table environment before table body (tabular environment)
Table Caption	Table Caption	see \caption{…} inside table environment as above
Figures		\begin{figure}[htbp] … \end{figure}
Figure Caption	Caption, Figure Caption	\caption{…} inside figure environment
Unordered Lists	use Bullets	\begin{itemize} … \end{itemize}
Ordered lists	use Numbering	\begin{enumerate} … \end{enumerate}
Acknowledgements	Use the acknowledgement "Acknowledgements." auto text defined for the template	\begin{acknowledgement} … \end{acknowledgement}
Bibliography	Insert Heading 1 section with title "REFERENCES" then use list style "Reference list" and format each bibliographic entry according to its type (see "Paper Settings" section)	\begin{thebibliography}{99} …\bibitem{key1…}…[**] \end{thebibliography} **or using a bibtex database** \bibliographystyle{rjpstyle}[††] \bibliography{<name bib database>}

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[*] Insert end-of-line command "\\" wherever it is apropriate/needed.

[†] Match the *nn* list of numbers and symbols with the affiliation field(s) and e-mail address, respectively.

[‡] Always put these commands before the start of the abstract environment.

[§] One can also use the plethora of environments provided by the amsmath package.

[**] \bibitem entries **must** follow the formatting specified in the "Paper Settings" section of this document.

[††] Please, check bibliography entries are rendered correctly and complete in the PDF file and do not forget to include the .bib file with the LaTeX source when submitting.