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3 Paper writing guide

3.1 Paper elements

1. title page with:
 - (a) title (short title),
 - (b) full name(s) of author(s),
 - (c) name and address of workplace(s),
 - (d) personal e-mail address(es),
2. abstract,
3. up-to five keywords,
4. text,
5. authors' statements,
6. reference lists.

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An abstract must accompany every article. It should be a brief summary of the significant items of the main paper. An abstract should give concise information about the content of the core idea of your paper. It should be informative and not only present the general scope of the paper but also indicate the main results and conclusions. An abstract should not normally exceed 300 words. It should not contain literature citations or allusions to the tables or illustrations. All non-standard symbols and abbreviations should be defined.

In combination with the title and key-words, the abstract is an indicator of the content of the paper. Authors should remember that on-line systems rely heavily on the content of titles and abstracts to identify articles in electronic bibliographic databases and search engines. They are therefore requested to take great care in preparing these elements.

3.1.2 Text

3.1.2.1 General rules for writing

- use simple and declarative sentences, avoid long sentences, in which the meaning may be lost by complicated construction;
- be concise, avoid idle words;
- make your argumentation complete; use commonly understood terms; define all non-standard symbols and abbreviations when you introduce them;
- explain all acronyms and abbreviations when they first appear in the text;
- use all units consistently throughout the article;

- be self-critical as you review your drafts.

3.1.2.2 Structure of a paper

Research papers and review articles should follow a strict structure. Generally a standard scientific paper is divided into:

- introduction: you present the subject of your paper clearly, you indicate the scope of the subject, you present the goals of your paper and finally the organization of your paper;
- main text: you present all important elements of your scientific message;
- conclusion: you summarize your paper.

Experimental part and/or calculations should be presented in sufficient details to enable reader to repeat the original work.

3.1.2.3 Footnotes/End-notes/Acknowledgments

We encourage authors to restrict the use of footnotes. If necessary, please make end-notes rather than footnotes. Allowable footnotes/end-notes may include:

- the designation of the corresponding author of the paper;
- the current address of an author (if different from that shown in the affiliation);
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Authors should use tables only to achieve concise presentation, or where the information cannot be given satisfactorily in other ways. Tables should be numbered consecutively using Arabic numerals and referred to in the text by number. Each table should have an explanatory caption which should be as concise as possible.

3.1.2.5 Figures

Authors may use line diagrams and photographs to illustrate theses from their text. The figures should be clear, easy to read and of good quality. Styles and fonts should match those in the main body of the article. All figures must be mentioned in the text in consecutive order and be numbered with Arabic numerals.



Fig. 1. A figure caption should be placed below the figure.



Fig. 2. A figure caption for Figure 2.

3.1.2.6 Typesetting

Type main text in roman (upright) font. The chemical symbols and compounds, units of measure, most multi-letter operators and functions should be written in roman upright as well. The variables, constants, symbols for particles, most single-letter operators, axes and planes, channels, types (e.g., n, p), bands, geometric points, angles, lines, chemical prefixes, symmetry designations, transitions, critical points, color centers, quantum-state symbols in spectroscopy, and most single-letter abbreviations should be written in roman italic. Boldface roman type is reserved for indicating vectors and in some special cases matrices.

3.1.2.7 Mathematical symbols

The multiplication signs are reserved for a vector product ($\mathbf{A} \times \mathbf{B}$) and simple dot product ($\mathbf{A} \cdot \mathbf{B}$). The only exception are numbers expressed in scientific notation (9.7×10^3 MeV).

3.1.2.8 Units

Units and dimensions should be expressed according to the metric system and SI units. This system is based on: meter (m), second (s), kilogram (kg), ampere (A), kelvin (K), mole (mol), and candela (cd). Most units are spaced off from the number, e.g. 12 mV. The only exceptions are:

$$1\%, 1\text{‰}, 1^\circ\text{C}, 1^\circ, 1', 1''.$$

Decimal multiples or sub-multiples of units are indicated by the use of prefixes

$$\begin{aligned} \mu &= 10^{-6}, \text{ m} = 10^{-3}, \text{ c} = 10^{-2}, \text{ d} = 10^{-1}, \text{ da} = 10^1, \text{ h} = 10^2, \\ \text{k} &= 10^3, \text{ M} = 10^6, \text{ G} = 10^9, \text{ etc.} \end{aligned}$$

Compound units are written as

$$4221.9 \text{ J kg}^{-1} \text{ K}^{-1} \text{ or } 4221.9 \text{ J}/(\text{kg K}),$$

with a thin space between unit parts.

Authors should indicate precisely in the main text **where tables and figures should be inserted**, if these elements are given at the end in the original version of the manuscript (or supplied in separate files). If this information is not provided along with the manuscript, we will assume that the figures and/or tables should be insert at the closest position to first reference to them in the published paper.

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