

A Guide to Authors of Papers in *Acta Physica Polonica A*

1. General

Contributions which report original research results and reviews in the fields of *General Physics, Atomic and Molecular Physics, Optics and Quantum Optics, Quantum Information, Biophysics, Condensed Matter*, and *Applied Physics* are welcomed.

Manuscripts should be submitted to the Editors by e-mail submission.appol@ifpan.edu.pl in direct-printable computer version (as *.doc file or *.pdf file with source files for the text and figures attached). In any case unified *.pdf or *.doc version for the Referee, with all Figures and Tables included, is obligatory.

All submitted contributions will be refereed. It is the right of Editorial Committee to accept or to reject the contribution.

Submission of a manuscript indicates a tacit understanding that the paper is not actively under consideration for publication elsewhere; that its publication has been approved by all co-authors; that the manuscript accepted for publication will not be published elsewhere without the consent of the Editor. **The Author should sign and return the Copyright Transfer Form** downloaded from *Acta Physica Polonica A* home page http://www.ifpan.edu.pl/APP/copyright_transfer_form.doc

We welcome suggestions of possible reviewers. To help protect the reviewer's anonymity, we ask for at least four names, with full information on postal and e-mail addresses, telephone number. The referee selected by the Editor can, of course, not necessarily be from the list.

There is no page charge. Printing the illustrations in colour, if this is essential for publication (the final decision is reserved for Editors), can be ordered and the Authors will bear costs of preparation and printing, approx. 100 Euro per page with colour figures.

2. Material to be submitted

The following material is required before the paper can be prepared for print. Time will be saved if it is all submitted at the outset.

The manuscript should be written in English only, with:

- title,
- Author's (or authors') name(s) with initials — on the title page;
- Author's affiliation, mailing address, and e-mail address;
- abstract — on the title page;
- just below the abstract keywords should be given;

- main body of the article;
- list of references as described in Sect. 5;
- list of captions for figures and tables;
- all figures and tables.

3. General presentation

Manuscripts must be written in **double-spacing** (3 lines per inch) and with a left-hand margin of 4 cm. All pages should be numbered. Do not try to imitate the style of printing in *Acta Physica Polonica A*. Mathematics should be legible. Vectors should be bold and in italics. Only round brackets should be used in the text. No cross-references by page number should be used; the section and subsection should be quoted. The manuscript must be in good scientific American English (or British English, decidedly).

The title should be brief (less than 15 words) and should help the reader to figure out the contents and the nature of the paper and its place in the body of physics.

Each paper must have an abstract typewritten as the body of the manuscript. The abstract should be self-contained, should not quote any references and any figure. It should be clear, concise, and informative giving the scope, the main results obtained, and, for experimental papers, where this is not obvious, some indication of the methods used.

The manuscript should be divided into sections (and subsections, if necessary).

4. Formulae and symbols

Displayed formulae must be clearly typed each on a different line and well-separated from the adjacent text. They should be numbered on the right-hand side either consecutively through the text or with a compound number (for example (3.16)) which contains the section number. Particular care should be taken about:

- use of decimal point and not comma, especially on figures;
- units when specified in formulae, tables and figures should be written in square brackets e.g. [mm], [GeV], etc.;
- arbitrary units should be abbreviated to [arb.u.] and not [a.u.];
- explicit exponentials 10^3 and not E3 should be used as well as times (\times) instead of point in mixed expressions, e.g. 2×10^7 .

5. Illustrations, tables, footnotes and references

Figures and references should be numbered consecutively in Arabic numerals in the order in which they are mentioned in the text.

Inscriptions on drawings should be kept to a minimum and all explanations of different types of curve or data points should be given.

Captions to figures should be concise.

If figures are reproduced from other articles the source must be quoted, and written permission for reproduction obtained by the Authors from the owner of the copyrights (usually the Publisher) must accompany such materials.

Headings for columns in tables should be brief.

Footnotes to each table should be indicated by superscript letters and listed below the table.

References must be typed together in explicit way in order of their appearance in the text. **Authors should give DOI numbers, wherever applicable.**

References are made in the text with Arabic numerals in square brackets [1] (not with the superscript). The list of references should be presented as follows:

— For a paper in journal:

[1] A. Engelko, H. Bluhm, *J. Appl. Phys.* **95**, 5828 (2004). DOI:10.nnnn/...

— For an article in a book:

[2] R. Hirota, in: *Solitons*, DOI:10.nnnn/... Eds. R.K. Bullough, P.J. Caudrey, Springer, Berlin 1980, p. 157.

— For a book:

[3] P.G. de Gennes, J. Prost, *The Physics of Liquid Crystals*, 10.nnnn/... Oxford Sci. Pub., Oxford 1993.

— For an unpublished paper:

[4] Ł. Gondek, Ph.D. Thesis DOI:10.nnnn/..., Jagiellonian University, Kraków 2004.

Abbreviations of periodical titles must follow the conventions of Physics Abstracts, it is safe to leave the title in full. **In all cases the full list of all co-authors must be given.**

The publisher, place and year of publication should be given for books, conference proceedings, etc., and all names of the editors.

Papers in the course of publication can be entered only if the journal has accepted them and its name is given.

Internal laboratory reports not available on request must not be quoted.

Whenever possible, references to literature items published in non-Latin alphabet should give the title of publication in English.

6. Correction of proofs

Proofs should be checked carefully and returned promptly. At this stage any modifications of the text can be followed by a delay of publication of the paper.

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