

## **Electronic format requirements for accepted articles**

### **General points**

We accept most wordprocessing formats, but Word, WordPerfect or LaTeX is preferred. Always keep a backup copy of the electronic file for reference and safety. Save your files using the default extension of the program used.

### **Wordprocessor documents**

It is important that the file be saved in the native format of the wordprocessor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the wordprocessor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. Do not embed "graphically designed" equations or tables, but prepare these using the wordprocessor's facility. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Author Gateway's Guide to Publishing with Elsevier: <http://authors.elsevier.com>). Do not import the figures into the text file but, instead, indicate their approximate locations directly in the electronic text and on the manuscript. See also the section on Preparation of electronic illustrations. To avoid unnecessary errors you are strongly advised to use the "spellchecker" function of your wordprocessor.

### **LaTeX documents**

If the LaTeX file is suitable, proofs will be produced without rekeying the text. The article should preferably be written using Elsevier's document class "elsart", or alternatively the standard document class "article".

The Elsevier LaTeX package (including detailed instructions for LaTeX preparation) can be obtained from the Author Gateway's Quickguide: <http://authors.elsevier.com/latex>. It consists of the files: elsart.cls, guidelines for users of elsart, a template file for quick start, and the instruction booklet "Preparing articles with LaTeX".