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### **Word-Processing Files**

Most word-processing packages are acceptable; however, Elsevier prefers that authors use a recent version of Microsoft Word or Corel WordPerfect. Manuscripts saved with formatting intact are preferred. Rich-text format (.rtf extension) is acceptable, but plain text (.txt extension) files are discouraged. For some journals, it may be acceptable or preferable to prepare manuscripts in TeX; please see TeX Files (below) for instructions. Regardless of the software and file format used, one hard copy of the accepted version of the manuscript must be supplied.

Symbols and foreign characters can be set with word-processing software by altering typefaces to a corresponding font that displays the appropriate character. Use the Symbol font for Greek characters whenever possible. When special characters are unavailable, please note them on the hard-copy printout as not appearing properly in the electronic file. Do so by circling or making notes in the left margin.

Use the automatic word-processing wraparound feature and not hard returns for line breaks within a paragraph. Only use hard returns at the end of each paragraph and after heads. Use only one space between words and sentences. Use appropriate characters: do not use a lowercase "l" for a one or an "o" for a zero. Do not use double-byte characters for special symbols. Do not use automated bulleting, numbering, or internal linking.

When you create your manuscript, please make sure it is in the following order: title, authors, affiliation, abstract, keywords, main text, acknowledgments, appendixes (if any), references, vitae (if required), figure legends, and tables.

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### **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'.

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LaTeX2.09, the previous version of LaTeX), guidelines for users of elsart, a template file for quick start, and the instruction booklet "Preparing articles with LaTeX".

To obtain the package from CTAN, use direct access via FTP at <ftp.dante.de> (Germany), <ftp.tex.ac.uk> (UK), or <ctan.tug.org> (Massachusetts, USA) and go to the directory /tex-archive/macros/latex/contrib/supported/elsevier, or search for Elsevier with one of the CTAN search engines (<http://ctan.tug.org/CTANfind.html>, <http://www.tex.ac.uk/CTANfind.html> or <http://www.dante.de/cgi-bin/ctan-index>).

CTAN is a mirrored network of <ftp.tex.ac.uk>, <ftp.dante.de> and <ctan.tug.org>, which are widely mirrored (see <ftp://ctan.tug.org/tex-archive/README.mirrors>) and hold up-to-date copies of all the public-domain versions of TeX, LaTeX, Metafont and ancillary programs.

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1. Be consistent. If you use a macro for a phrase, use it throughout.
2. Use standard LaTeX mark-up. Do not hardcode your own layout for e.g. section headings, but use the usual LaTeX macro for this purpose.
3. Keep it simple. Do not define macros that accomplish complicated layout. They will also make the input process complicated.

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If you have not created a single archive file including all materials and you plan to transmit multiple files, you are strongly advised to create a new folder, appropriately named in accordance with the recommendations above, on the FTP site.

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We regret that storage media cannot be returned.