

INSTRUCTIONS FOR CONTRIBUTORS

These guidelines should be followed for preparing the contributions to the Proceedings or Workshops of the International School of Physics “Enrico Fermi” and to the Lecture Notes of the Joint EPS-SIF International School on Energy .

Strictly adhering to these simple rules will streamline production procedure thus ensuring a timely publication.

Preparing the manuscript

Manuscripts, not exceeding 20 pages (Proceedings and Lecture Notes) 8 pages (Workshops), should be provided in electronic form, preferably in LaTeX, either using our class file Cimento (with the option varennna), or using the LaTeX standard article class. The Cimento package can be obtained at this link: <http://static.sif.it/SIF/resources/public/files/cimento.zip> or by email, contacting varennna@sif.it.

Within the deadline that shall be agreed during the Course and communicated by the Directors of the Course, the source file and the .pdf file (exactly matching the source file) and the .eps (or .ps) files for the figures, should be sent by email to the following address: varennna@sif.it. If the files are too heavy to be sent by e-mail, the Editorial Office will provide details on how to upload them via ftp.

Also MS-Word files are accepted, but will be translated into LaTeX in the production process.

In preparing the manuscript using MS-Word you should avoid using too many different characters (bold, italic, underlining, etc.) and always check that special symbols like mathematical signs and Greek letters are well reproduced in the .pdf. Since in the conversion process mathematical expressions will be partially retyped, a more careful check of the proofs will be required in this case.

NOTE: In order to **reproduce** figures, tables, etc., from another publication, authors must have complied with the requirements of the publisher of the other publication, possibly including written agreement of both publisher and author of the originally published work.

Credit lines acknowledging the source should also be included.

Title Page

The title page should include

- the title, that should be informative but concise (initial word only is capitalized); if it exceeds 50 printed characters, a shortened version for the running heads should be given;
- initials of the authors' name followed by surnames (specify if you want your first name to appear in full);
- affiliations, with complete address;
- abstract, that should be self-consistent, without cross-references to references, equations and tables of main text. Long mathematical expressions should be preferably avoided.

Main Text

The text can be divided into first-, second- and third-level numbered sections. Note that:

- whichever spelling you use (British or American English) be consistent throughout;
- the words figure, equation, reference must be abbreviated as fig. (figs.), eq. (eqs.), ref. (refs.) only if they are not the first word of a sentence; the word table is always written in full;
- figures (fig. 1), tables (table I), footnotes (note ¹), references (ref. [1]) and formulas (eq. (1)) should be numbered in the order of their appearance in the text;
- use hyphen consistently and avoid unnecessary ones;
- Latin expressions like *i.e.*, *e.g.*, *et al.*, *versus* should appear in italics.

Formulas

Each important equation should appear on a separate line and numbered consecutively throughout the text (or in each section as (1.1), (1.2), (2.1) etc.)

Mathematical symbols should be set in italics, vectors in boldface, tensors sans serif; roman characters should be used for the following:

- units of measurement;
- multiletter abbreviations for standard mathematical functions (cos, sin, exp, Re, Im, tr),
- total differential (d);
- chemical formulas and labels which are not parameters themselves.

Exponential expressions are clearer in the notation $\exp(\dots)$, especially the long ones or those containing subscripts or superscripts; for simple exponential expressions also e^x can be used.

For single fractions in the text you may use the solidus “/” instead of fraction, using parentheses when necessary to avoid ambiguity.

For usual units, use the standard SI abbreviations, unusual units may be written in full the first time they are mentioned.

References

It is of paramount importance that literature citations of periodicals [1], books [2], conference proceedings [3] be organized after the international standard, *i.e.* as in the following examples:

[1] SCHMIEDL T. and SEIFERT U., *Europhys. Lett.*, **81** (2000) 20003.

[2] LABEYRIE J., in *The Scientific Legacy of Beppo Occhialini*, edited by REDONDI P., SIRONI G., TUCCI P. and VEGNI G. (SIF, Bologna and Springer, Berlin) 2006, pp. 277-281.

[3] KETTERLE W. and ZWIERLEIN M. W., in *Proceedings of the International School of Physics "Enrico Fermi", Course CLXIV*, edited by INGUSCIO M., KETTERLE W. and SALOMON C. (SIF, Bologna and IOS Press, Amsterdam) 2007, p. 95.

Cross-references to papers belonging to the same Course [4] should be quoted as

[4] SMITH J. M., this volume, p.

Journal names should be abbreviated according to the list of the Serial Title Word Abbreviations of the ISDS (International Serial Data System) if available, otherwise full journal names are preferable.

NOTE: for LaTeX users, a bibtex file is available inside the Cimento package.

Figures

All figures should be quoted in the text in the right numerical order, if you use (a), (b)... to identify different parts of a figure in the text or caption, make sure that they do appear in the figure itself.

The final quality of the figures depends on the quality of the original artwork; if the submitted figures do not meet the necessary quality criteria, authors will be required to submit better ones. To get a good final result the resolution of non-vectorial figures should be in the range 300–600 dpi.

Size: A printed figure width must be 135 mm for a single figure (60 mm each for two coupled figures). Larger figures will be conveniently reduced.

Text: Characters should appear as they would be set in the main body of the article. Letters, numbers and symbols should be uniform in size and appropriately oriented on the axes. The notations used in the figures should be consistent with those used in the text, the correct use of capital and lower-case letters in units of measurements or chemical formulas is indispensable.

Scaling: After scaling, if necessary to fit page width, all details of the figures should still be visible and all labelling legible. In vectorial graphics, the final size of continuous lines should not be lower than 0.3 pt.

Colour Figures

By default all figures (even if supplied in colour) will appear in black and white in the printed version; the figures submitted in colour will appear in colour in the online version. Colour printing can be required and might be subject to printing charges.

PostScript Format

In preparing figure files avoid to include unnecessary text such as figures numbers, captions, file names, etc. and minimize the superfluous white space around them. Moreover, note that

- The use of Encapsulated Postscript (EPS), not just Postscript, is recommended.
- You should include all the fonts used in the EPS file with the option saved with "fonts included".
- EPS should not include a Tiff preview and should be in ASCII (not binary) format.
- Although accepted, bitmap formats such as PDF, TIFF, BMP and JPG are less advisable, since they need to be transformed into EPS format in the production procedure. Whatever the supplied files, make sure that their resolution be in the range 300 to 600 dpi.

NOTE: For extended instructions on how to prepare graphics for SIF publications, also refer to this guide: <http://static.sif.it/SIF/resources/public/files/guide/graphicx-guide-var.pdf>.

Proofreading

Proofs are sent to the author only once, unless otherwise requested. Once proofs are ready, a message informing on how to download them will be sent together with instructions and deadline to send the correction back. The production staff shall ask for necessary clarifications or missing items as a list of queries for author attached to the .pdf of proofs. Sending back .pdf files of proofs using Acrobat tools to produce note and annotations should be avoided.

NOTE: The aim of proofreading is to correct errors which might have appeared in the production procedure, *not to modify or update the contents of the paper*.

Reprints and copyright

Paper reprints can be requested by returning to the Editorial Office the filled-in form the author receives with the proofs. With the proofs you also receive the copyright transfer form to be filled in, signed and sent back.