

INSTRUCTIONS FOR MANUSCRIPT PREPARATION

Please make sure that the contribution you are intending to submit for publication in *Romanian Reports in Physics* contains two camera-ready paper copies (with figures, captions of figures, tables, etc., included in text) for the referees, and a diskette. The copies shall be an exact reproduction of the diskette file. Please observe the following guidelines for the preparation of your manuscript.

GENERAL SETTINGS

- Margins:** *Top:* 5 cm; *Bottom:* 4.7 cm.
Left: 4 cm; *Right:* 4 cm.
Gutter: 0 cm.
From edge: *Header:* 0 cm; *Footer:* 0 cm.
- Paper size:** A4 (*Width:* 21 cm; *Height:* 29.7 cm).
- Format paragraph:** Indentation: *Left:* 0.9 cm; *Right:* 0 cm.
Alignment: Justified.
Line spacing: Single.
- Columns:** One.
- Page numbers:** Top of page; Outside; Show number on first page: no.
- Fonts:** TIMES NEW ROMAN and SYMBOL (GREEK fonts for formulae and equations).
- Figures:** Insert the figures at their appropriate position within the paper using INSERT/PICTURE/PASTE LINK (*.bmp).
Figures shall not be larger than an A4 page each.
For scanned figures, the depth of colors shall be set at maximum 8 bytes.
Color figures are not accepted.
Figures shall be listed in numerical order.
Figures shall be bottom numbered and centered.
The number of a figure shall be preceded by two white lines – 24 pt.
Figure numbers shall be written using TIMES NEW ROMAN, 9, CENTERED: ‘Fig. [no]. –’.
After the number of a figure, introduce a white line – 12 pt.
Figure captions and numbers shall not be incorporated in the figure.
Captions shall be set below the number of the figure, and centered.
Captions shall be written using TIMES NEW ROMAN, 9.
Introduce a white line after the caption – 12 pt.
Measure units shall be mentioned in brackets, according to SI requirements.
- Tables:** Landscape tables are not accepted.
Tables shall be introduced at their appropriate place in the text.
Table numbers shall be written using TIMES NEW ROMAN, 9, CENTERED.
Table titles shall be written centered, below the number of the table, using TIMES NEW ROMAN, 9, CENTERED.
Introduce a white line after the end of the table – 12 pt.
- Equations:** Equations may be written either with the equation editor or in the text mode, using TIMES NEW ROMAN or/and SYMBOL fonts.
Equations shall be preceded and followed by a white line – 12 pt.
Displayed equations shall be centered.
Equations shall be numbered in parentheses, flush right, using TIMES NEW ROMAN, 11.

References: *Journal articles* – initials and names of authors, separated by comma, title of article, journal title, volume number, page numbers and year.
Books – initials and names of authors, separated by comma, title of book, publisher, place of publication, year, and page numbers.
Edited books – initials and names of authors, separated by comma, title of article, initials and names of editor(s) followed by the mention “Ed.”/“Eds.” written in parentheses, title of book, publisher, place of publication, year, and page numbers.
Within the text and at REFERENCES section, reference numbers shall be introduced within square brackets.
References shall be written using TIMES NEW ROMAN, 9, except the author names, which shall be written using SMALL CAPITALS, and the title of books, which shall be written using ITALIC.

GENERAL CONDITIONS

The title of the file corresponding to your article shall consist of 7 letters followed by 2, 6 or 7. This number identifies the version of the WORD for WINDOWS editor used to save the document.

The extension of your file shall be doc (*****.doc).

Articles shall be written on a HD 3.5” diskette MS-DOS formatted at 1.44 Mbytes. It is safer to duplicate the document if there is space enough on the diskette.

We strongly recommend you to use archives (zip, arj, rar, ...).

Check the diskette for bad sectors and against viruses.

Do not use headers or footnotes.

We strongly recommend you to check the document with TOOLS/SPELLING using US English dictionary.

The whole document shall be a single file, including text, figures, figure captions, tables and table legends, references, acknowledgements, etc., at their appropriate positions.

Scanned papers (text, figures, etc.) are not accepted.

The label of the diskette shall contain the name of the article (restricted to the first 60 characters including spaces), the name of the contacting author, his/her telephone and e-mail address.

The frequent use of superscripts or subscripts within the text of the article is not encouraged.

The author(s) shall be responsible for the quality of the language; accordingly, if you have difficulties, please ask a colleague with a good command of English to check your contribution.

The author is fully responsible for the scientific quality of his/her paper. Any contribution is carefully checked by two independent referees for acceptance.

DETAILS: The general structure of your contribution shall observe the following guidelines:

TITLE: The title of the paper shall be preceded by 4 white lines – 48 pt. Titles shall be written using TIMES NEW ROMAN, 14, BOLD, UPPERCASE, CENTERED.

AUTHORS: The title of the paper shall be preceded by 2 white lines – 24 pt. Author names (initials followed by name and separated by comma) shall be written using TIMES NEW ROMAN, 10, ALL CAPS, CENTERED. For different affiliations use superscript ordered numbers.

AFFILIATIONS: Writer names shall be preceded by a white line – 12 pt.

Affiliations shall start with a superscript number, connecting the name of the author to his/her affiliation. For a single affiliation no superscript number is necessary. Include e-mail addresses, if available. Use TIMES NEW ROMAN, 9, ITALIC, CENTERED.

ABSTRACT: Abstracts shall be preceded by 2 white lines – 24 pt, and written using TIMES NEW ROMAN, 9, JUSTIFIED. It shall start with the word “*Abstract.*” in ITALIC. The maximum number of words per abstract is 50 for reports, 100 for Ph. D. theses, and 200 for review articles.

KEY WORDS: Key words shall be preceded by a white line – 12 pt. They shall be written using TIMES NEW ROMAN, 9, JUSTIFIED. They shall start with “*Key words:*” in ITALIC. The maximum number of key words is 10 for reports, 15 for Ph. D. theses, and 20 for review articles.

SHORT TITLE: Short title shall be preceded by 2 white lines – 24 pt. A short title of maximum 60 characters including blanks is suggested. It shall be written in TIMES NEW ROMAN, 9 pt, CENTERED. Short title shall be followed by 2 white lines – 12 pt.

ARTICLE: Articles shall be written using TIMES NEW ROMAN, 11, JUSTIFIED, single-spaced. Line spacing exceptions are allowed only if subscripts and/or superscripts appear frequently within a paragraph.

The text may be divided into sections numbered by Arabic figures, in the decimal system.

The headings of the first order, second order, third order, etc. shall be on a single line. The first-order headings shall be written using TIMES NEW ROMAN, 14, UPPERCASE, BOLD, and CENTERED. The first-order headings shall be preceded and followed by 2 white lines – 24 pt.

The second-order headings shall be written using TIMES NEW ROMAN, 14, starting with an uppercase letter and followed only by lowercase letters (LOWERCASE), and CENTERED. The second-order headings shall be preceded and followed by a white line – 12 pt.

The third-order headings shall be written using TIMES NEW ROMAN, 10, LOWERCASE, and CENTERED. The third-order headings shall be preceded and followed by a white line – 12 pt.

The fourth-order headings shall be written using TIMES NEW ROMAN, 10, LOWERCASE, and CENTERED. The fourth-order headings shall be preceded and followed by a white line – 12 pt.

All headings shall be aligned CENTERED.

Text after headings shall start with a 9-mm indentation.

Each paragraph shall be indented 9 mm.