
Instruction for Electronic Manuscript Submission

The preferred storage medium is a compact disk or 3.5 inch disk in MS-DOS compatible format.

Each submitted disk must be clearly labeled with the name of the author, article title, journal title, type of the equipment used to generate the disk, word processing program (including version number), and file-names.

The manuscript submitted on a disk must be in the final corrected version and must agree with the final accepted version of the submitted paper manuscript. The submitted disk should contain only the final version of the manuscript. Delete all other material from the disk. Please follow the general instructions on style/arrangement and, in particular, the reference style as given in "Instruction to Authors".

Note, that while the paper version of the manuscript must be presented in the traditional double spaced format, the electronic version will be typeset and should not contain extraneous formatting instructions. Do **not** use tabs or extra space at the beginning of a paragraph or for list entries. Do **not** indent runover lines in references. **Turn off** line spacing. Do **not** specify page breaks, page numbers, or headers. Do **not** specify typeface.

Take care to enter "one" (1) and lower case "el" (l), as well as "zero" (0) and capital "oh" (O) correctly.

Please note the following conventions on dashes: Use a single hyphen with space before it for a minus sign, use a double hyphen (with space before and after) to indicate a "long dash" in text, and a triple hyphen (with no extra space) to indicate a range of numbers (e.g. "23-45").

Non-standard characters (Greek letters, mathematical symbols, etc.) should be coded consistently throughout the text. Please make a list and provide a listing of the used codes.

Authors agree to execute copyright transfer forms as requested. Authors should express all measurements in conventional units, with Système International (SI) units given in parentheses throughout the text. Conventional units should be used in figures and tables, with conversion factors given in legends or footnotes.

In electronic manuscript submission **text editor Word 6 or higher** is recommended (editor T602 is possible). Text should be **aligned left (not justified), without hyphenation, without bullets, numbering and**

underlines, without extra hard returns at the end of line (only at the end of paragraphs). **One type of Word paragraph** should be used throughout the text. Word graphic experiments should not be used.

Word tables: do not use vertical lines, unless it is necessary. Provide tables as a separate file (do not place in text).

Excel graphs: provide as Excel file.

Word graphs: provide as a separate Word file (do not place in text!) Table and graph legends should be provided separately at the end of the text.

Graphs should be processed for black and white print. **Graphs printed on laser or ink printers could not serve as templates— always provide original electronic files!**

Figures: provide original or scan. Scan to **600-800 dpi!** – set to B/W or line art.

Figures – black and white photos – provide high-quality original or scan to **350 dpi!**

Figures – color photos - provide high-quality original or scan to **350 dpi!**

Figures scanned to 72 or 96 dpi are not suitable for print!

On principle, **do not place scans in text!** Always provide original figures in **tif** or **jpg** format (with minimal compression). Placing scan in Word text causes a loss of quality!

Figure legends should be provided as a separate text file.

Do not place figures in PowerPoint – this application is meant for presentations and it is not possible to use it as a template for print!

Figures from digital camera should not be placed in text. Provide them in **tif** or **jpg** format (with minimal compression)!