

INSTRUCTIONS TO AUTHORS

Review articles based on *invited lectures* and *original papers* based on oral and poster presentations from the Fourth International Conference on Solid State Crystals (ICSSC-2004) in conjunction with Seventh Polish Conference on Crystal Growth (PCCG-7) will be accepted for publication in a special issue of **Crystal Research and Technology**. The papers should be submitted at the ICSSC-2004/PCCG-7 registration desk on *16-17 May 2004*. Manuscripts covering the following aspects of theoretical and experimental research will be considered for publication:

- Crystal growth techniques and processes (bulk growth and thin films)
- Characterisation of bulk crystals and thin films
- Modern crystalline materials (e.g. nanocrystals, quasicrystals, liquid crystals, etc.)
- Industrial crystallisation
- Application of crystals in materials science, electronics, optics, and data storage.

All manuscripts will be refereed. Therefore, the publication of manuscripts approved by referees and accepted by the Guest Editor will be a three-stage process: (A) first stage before refereeing, (B) second stage after refereeing, and (C) third stage after acceptance (publication stage). The authors are requested to follow this process.

Guidelines for preparation of manuscripts for publication

A. First stage before refereeing

1. Only manuscripts of papers not yet published and not submitted for publication elsewhere in any medium of public nature, including electronic journals and computer databases, will be accepted for publication in the special issue of **Crystal Research and Technology**.
2. Manuscripts should be submitted in English (one original + one copy). However, while writing a manuscript the authors should adhere to either British or American English.
3. Manuscripts should be submitted as computer printouts. The following formats and text processing programmes will be accepted: 3.5" MS-DOS or Macintosh, Word for Windows or Macintosh, Rich Text Format (rtf) and pure Text.
4. Manuscripts of review papers based on invited lectures and of oral and poster presentations should not exceed 25 and 15 pages (format A4 (21 cm x 29.7 cm), one-sided, double-spaced, 2 cm overall margin), respectively.
5. All pages of the manuscript of a paper should be numbered consecutively.
6. The manuscript of a paper should be arranged as follows: title of the paper, author(s)' name(s) (initials followed by family name), complete address(es) of his(their) institution(s), a maximum of 6 keywords reflecting the contents of the paper, PACS, abstract, main text (including figure captions and tables), acknowledgements, and references.
7. Introduction section should be written in such a way that it reflects the current state of the subject and explains clearly why the study described in the manuscript was undertaken.
8. The corresponding author of a paper, his phone and fax numbers, and e-mail address must be given as a footnote on the first page of the manuscript. The name of the corresponding author in the list of authors should be indicated with an asterisk (*).
9. In the text of a paper references should be cited by numbers in square brackets; for example, [1], [2-5], [2, 4, 8, 15]. In References, they should be numbered and listed in the order they are cited in the main text. The list of references in References should be prepared according to the following style:
for journal articles:
[1] B.N. Roy, and T. Wright, Cryst. Res. Technol. 31, 1039 (1996).
for books:
[2] C. Janot, Quasicrystals - A Primer, Clarendon Press, Oxford 1992
[3] W. Neumann, and K. Scheerschmidt, in: Electron Microscopy in Solid State Physics, Eds. H. Bethge, J. Heydenreich, Elsevier, Amsterdam 1987, p. 59.
10. Use symbol font for all Greek letters, while math mode for all mathematical equations and symbols. Do not use math mode for chemical symbols.
11. Figures and tables should be restricted to the minimum needed to clarify the text. *Figure captions (not figures) and tables should be included in the main text of the manuscript*. All figures (line drawings and photographs for half-tone reproduction) should be submitted on separate sheets (with the desired reduction scale in tenths e.g., 9/10, 5/10). All the figures must be in a form suitable for direct reproduction.

12. Give a short title, and a running title on a separate sheet of paper.
13. The manuscripts should be submitted at the ICSSC-2004/PCCG-7 registration desk on *16-17 May 2004*.
14. At this stage please *do not* submit diskettes with texts of manuscripts and figures.

B. Second stage after refereeing

1. The authors will receive information about the acceptance/rejection/revision of their papers from the Guest Editor by *30 June 2004*.
2. In case the manuscript of a paper has been approved for publication without any revision, its corresponding author will be asked to submit diskette(s) containing the text of the paper and figures (i.e. line-diagrams or images). Information about technical parameters of the hard- and software used for preparing text of the manuscript and figures should be provided along with the diskette(s). Files containing diagrams or images should be given in Postscript, JPEG or TIF-Format. Please verify that the contents of the text of the manuscript and figures in the diskette(s) match the contents of the printouts of the manuscripts.
3. In view of Referee's Report if a revision of the manuscript is required, a computer printout of the revised manuscript (one original and one copy), prepared following the suggestions and comments of the referee and the guidelines given in the first stage above (see: A. First stage before refereeing), should be submitted to the Guest Editor by *31 July 2004* at the address:
Professor K. Sangwal
Institute of Physics, Lublin University of Technology
ul. Nadbystrzycka 38, 20-618 Lublin, Poland
E-mail: sangwal@antenor.pol.lublin.pl
4. If corrections have been introduced in the first draft of the manuscript by the referee or the Guest Editor, please return the original marked copy together with the revised manuscript.
5. In the case of revised manuscripts, diskettes containing the revised text of the paper and figures, as described in Point 2 above, and a List of changes made in the manuscript should be enclosed.
6. Manuscripts without an appropriate diskette containing at least the final version of the text of the paper will not be accepted.
7. Manuscripts not prepared following the above instructions, written in bad English, revised without due attention to Referees' Comments or the revised manuscripts not submitted again to the Guest Editor by *31 July 2004* are likely to be rejected. Decision of the acceptance or rejection of a manuscript for publication in the special issue of **Crystal Research and Technology** by the Guest Editor will be final.
8. After the submission of a manuscript to the Guest Editor, to ensure fast communication all correspondence with the corresponding author will be carried out by e-mail.

C. Third stage after acceptance (publication of paper)

1. Galley-proofs of the papers accepted for publication will be send to the corresponding author by e-mail in pdf-format. Proof reading should be limited to the correction of typographical errors. Deletions and insertions are not permitted in proof reading.
2. The Organising Committee of ICSSC-2004/PCCG-7 and the Editorial Office will give precise information about the possibility of receiving a copy of the special issue of the journal with papers based on materials presented in ICSSC-2004/PCCG-7 and reprints of individual papers.
3. Authors will be able to obtain information about the current status of their paper via e-mail or the world wide web at the following addresses:
crt@physik.hu-berlin.de
<http://www.CrystalResearch.com>

Assignment of Rights for Journal Contributions

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