

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 the 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 **original papers** based on *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. Please include figure captions (not figures themselves) and tables in the main text as and when they are referred to in the text. Figures should be appended after the text separately.
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 journals:* [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.
12. All the figures must be in a form suitable for direct reproduction, and should be prepared in Postscript (ps or eps) or TIF-Format.
13. Give a short title and a running title on a separate sheet of paper.

14. The manuscripts should be submitted at the ICSSC-2004/PCCG-7 registration desk on *16-17 May 2004*.
15. 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 or with any revision, the Guest Editor will ask the corresponding author to submit the following: (i) complete manuscript with tables and figures prepared according to the instructions given in Stage A, and (ii) electronic files of text of the paper and figures (i.e. line-diagrams or images), (iii) a letter, addressed to the Guest Editor, containing information about technical parameters of the hard- and software used for preparing text and figures, and changes introduced in the manuscript during its revision, and (v) lists of replies to each of the comments contained in referees' reports.
3. The manuscript may be submitted electronically or by conventional mail to the Guest Editor *by 31 July 2004* at the address:
Professor K. Sangwal
Department of Applied Physics, Lublin University of Technology
ul. Nadbystrzycka 38, 20-618 Lublin, Poland
E-mail addresses: sangwal@omega.pol.lublin.pl; k.sangwal@pollub.pl
 - In the case of electronic submission, please send the manuscript as follows: (i) a complete file of the manuscript, preferably in pdf format, (ii) one zip file containing files of text and figures, and (iii) letters as mentioned in Point 2 above.
 - In the case of submission by normal mail, please send the following: (i) one copy of a computer printout of the revised manuscript, (ii) diskette(s) containing files of main text and figures of manuscript, and (iii)) letters as mentioned in Point 2 above.
4. Please verify the following: (a) contents of the final manuscript (text and figures) in the diskette(s) match the contents of the printouts of the manuscripts, and (b) contents of the files contained in a zip file match those in the pdf version of the manuscript.
5. 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.
6. 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:
<http://www.CrystalResearch.com>
Contact@CrystalResearch.com

Assignment of Rights for Journal Contributions

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