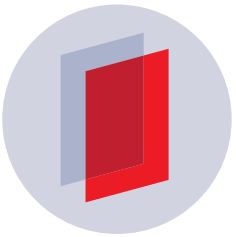
Author Handbook



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Version 2.3

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Chapter 1

Introduction

These notes are intended to help you prepare a typescript that will be as close as possible to a standard format so that we can achieve the most effective use of resources when your book goes into production. Some essential points concerning typescript preparation are:

- Do use our **Submission Checklist** in Chapter 8 to ensure you have covered everything.
- The typescript *must* be complete before we can commence work on your book. This includes all text, figure and multimedia files, any auxiliary material and the permissions details. As page numbers are irrelevant in ebooks, please do not use page numbers when referring to elements in your book; use equation, table or figure numbers or the relevant section number instead. As an ebook first programme titles do not contain an index.
- Do not focus on the look and feel of your typescript. There is no need to try and make the material look like a book page, or introduce excessive formatting. All this will be ignored during production, creating extra work for the production editors in removing the unnecessary extra effort you have spent on the material.

  If you are writing in LaTeX you can use the generic book class, or our template, and for authors using Word simply type into a plain new document, or again use our template that has some pre-defined styles.
- Figures can be embedded in the typescript if you find that helps, but alternatively just place the caption in the text. We will take care of their exact placement in the finished publication.

  Even if you embed figures in the typescript, please also submit separate electronic files for each one, using a naming convention that refers to the figure number. Do take note of the minimum resolutions for figures and animations listed in this document.
- Tables can be included in the appropriate place in the text, or collected at the end of each chapter.
- Remember to include a 'call out' to each figure and table in the text - ie ensure they are referred to in the body text by number, eg '. . . figure 2.3 shows the relationship between . . . ' not '. . . as you can see in the following figure . . . '.
- Please include references at the *chapter* level, not at the end of the book and ensure the Permission Clearance Form and all permissions are included with your manuscript.

- If your book references or makes use of MATLAB®, Simulink®, and other MathWorks® products you are encouraged to sign up to MathWorks® Book Programme at https://www.mathworks.co.uk/support/books/index.html which offers a range of services and promotional tools for authors.

IOP ebooks

Chapter 2

Overview

We welcome you as an author of an Institute of Physics Publishing ebook. It is our role to work with you from the original idea through to publication, via the processes of commissioning, writing, refereeing and production. We are collectively aiming to achieve the best possible quality of presentation in an appropriate time schedule, using methods that are cost-effective.

2.1 Stages of the production process

Books usually undergo the following production process. The typescripts are copy-edited and proofs are produced. Proofs are sent to the author(s), together with any queries, for checking. Corrected proofs are returned to IOPP and any corrections are implemented before the final version of the book is produced. Figure 2.1 illustrates this production workflow.

Note. Editing will not start until the typescript is complete.

2.2 Role of the production department

Once a book has been accepted for publication, it is assigned to the Production Department, who are responsible for guiding its progress through to publication. The Production Editor is generally the person you should contact with any queries about corrections, and will advise you on scheduling of proofs and similar matters.

The Production Editor will arrange for the typescript to be edited and proofs to be produced. During copy-editing the editor ensures that the typescript is consistent, unambiguous and well prepared for the typesetter. In doing this (s)he will read it through carefully, correcting inconsistencies in spelling, punctuation, notation etc. After copy-editing, proofs will be produced and sent to you for checking. Any queries will be sent to you at this stage. **This will be the last chance to make corrections to your manuscript**.

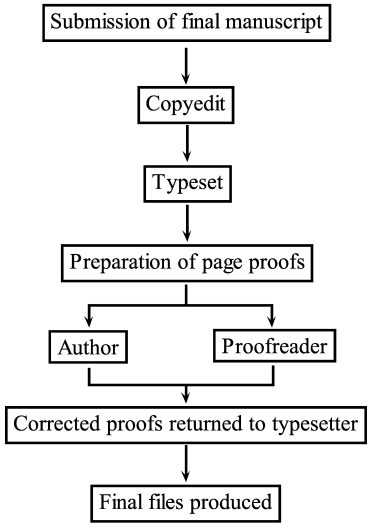

Figure 2.1. The production workflow.

Once all corrections and modifications have been made to the proofs by the author and/or proofreader, the Production Editor will arrange the production of final files and publication.

2.3 Scheduling

The Production Editor or Production Controller will inform you of the schedule when your book accepted and passed to production.

We use a defined house-style for the design of the book (fonts for text, headings and so on) and the commissioning or marketing staff will contact you at an early stage about cover design and the descriptive 'blurb' which may appear on the jacket or cover.

Generally the main responsibilities of the author are correcting and returning the proofs of the text and approval of the cover visual and blurb. **It is important to ensure that the required deadlines are met, since missing a key date can have adverse effects on the rest of the schedule, possibly resulting in late publication and potential disruption of promotion and sales activity.**

2.4 Manuscript size

It is important that you keep to the agreed length for your work, whether that be the entire book or a contributed chapter. As the expected size and number of illustrations as outlined in your agreement forms the basis of our costings for your book it is essential that you inform your commissioning editor if your manuscript size differs significantly (typically $\pm 10\%$) from these expectations.

2.5 Submission

Please see Chapter 8 for a checklist of elements to be submitted.

Files may be submitted by email on CD or a clip drive - or through services such as DropBox, OneDrive etc. Please discuss exact method of delivery with your commissioning editor as you near completion.

2.6 Naming your files

Please name all your files, both figures and text in a consistent and logical manner. Each chapter should be saved as a separate file and accompanied by an abstract, any artwork, and a permission verification form. It is preferred if you save files into folders by chapter.

It is preferred that you give each figure file a name which indicates the number of the figure it contains; for example, 01x01.eps, 02x01.tif, 02x02a.eps, 02x02b.eps or fig1_1.eps, fig2_1.eps, fig2_2a.jpg, fig2_2b.jpg for figures 1.1, 2.1, 2.2a and 2.2b. If the figure file contains a figure with multiple parts, for example figure 3.2(a) to 3.2(e), give it a name such as 03x02a-e.jpg, and so forth. See section 5.10 for further details on multiple part figures.

2.7 Marketing

Near submission time your commissioning editor or marketing manager will contact you to discuss marketing plans. Your *Marketing Author Questionnaire* (MAQ) is an essential resource for our sales and marketing teams in developing the plans for your book. Please do complete and return this promptly, giving as much detail as you can regarding your book and the market.

Early in the production schedule the book cover design will be created. The chosen design will be sent to you for approval. If you have ideas or suggestions for cover images please do discuss them with your commissioning editor, but be aware that our books have a strict template design that needs to comply with our branding and positioning, and not all suggested images may be suitable.

Figure 2.2. Examples of *IOP Expanding Physics* book covers.

Additionally we will need confirmation that there are no copyright issues relating to using this image on a book cover. The subject of your book determines the colour used. We can provide copies of the final book cover as image files if you wish to use them on your website. Figure 2.2 includes some typical covers, note the last image shows a temporary cover that is used before we confirm the final image and design, you may see something similar for your book on Amazon and other sites long before publication.

The cover text—the 'blurb'—will normally be written by the Commissioning Editor or the Marketing Department, possibly by adapting a short description of the book supplied by you and using information provided in the MAQ; blurbs will be sent to the author for approval.

Sometimes the author may wish to write the blurb; ideally it should summarize concisely what the book is about, indicate the significance of the book's contribution to the field, and define the book's intended readership. The last point is an important consideration when it comes to promoting the book. This will need to be approved by the marketing team at IOP.

We encourage authors to create a video abstract to accompany their book, further details can be found in Appendix A.5.

Some key points:

- In most cases books are listed on our on-line catalogue and at retailers several months in advance of publication. As we promote and announce titles in advance of publication the cover, blurbs and details used at this time will not be the final copy. If you spot errors in these pre-publication descriptions please do contact your commissioning editor. We can then update our systems that then feed the updated bibliographic information to the market. When your book is submitted all the copy and bibliographic details will be updated and checked with you.

- If you are travelling to conferences, workshops or similar and would like fliers and market-

ing material relating to your book, please contact your commissioning editor or marketing manager.

- We maintain a database of journals, magazines, websites and other publications that carry book reviews. Upon publication IOPP will send copies of your book to selected relevant publications. Please use the relevant section of your MAQ to highlight key publications as well. We cannot control whether a journal will indeed publish a review.
- Our marketing team will provide notices on author marketing nearer publication and will be happy to hear from you regarding promotion ideas for your book.

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Chapter 3

Elements

The purpose of this section is to list and describe the component parts of a typical book, and to illustrate good practice in preparing these in order to enable you to produce a good quality typescript.

3.1 Structure

A book is generally divided into three main parts: front matter, main matter and back matter.

3.1.1 Front matter

Also known as the preliminary pages ('prelims'), these are traditionally numbered using Roman numerals and includes the half-title page, title-page, copyright page and table of contents; these will be prepared by IOPP. There a several prelim pages though that the author can contribute, these can include:

- **Dedication**
- **Author/Editor biographies** Brief potted biographies of the author/editor, maybe with an accompanying photograph.
- **List of contributors** Edited books only, includes the names and affiliations of all the contributors.
- **Acknowledgements**
- **List of abbreviations/Glossary** Though these could be included in back matter instead.
- **Preface** A preface generally details how the book came into being, or how the idea for the book was developed, or explains the scope and intention of the work. A Preface is written by the author.
- **Foreword** A short introduction to a book, typically by a person other than the author, and usually serves a as recommendation of the book.

3.1.2 Main matter

The main part of the book is usually divided into chapters, and sometimes parts. Please ensure that chapters are numbered consecutively, preferably using Arabic numbering, If the book is divided into parts, part title pages can be used before the first chapter of each part.

In you have an introductory chapter, this should appear in the main matter and not in the front matter. If your book is divided into parts only an introductory chapter should appear before Part I.

Each chapter should be accompanied by a short abstract, typically 150 words or so.

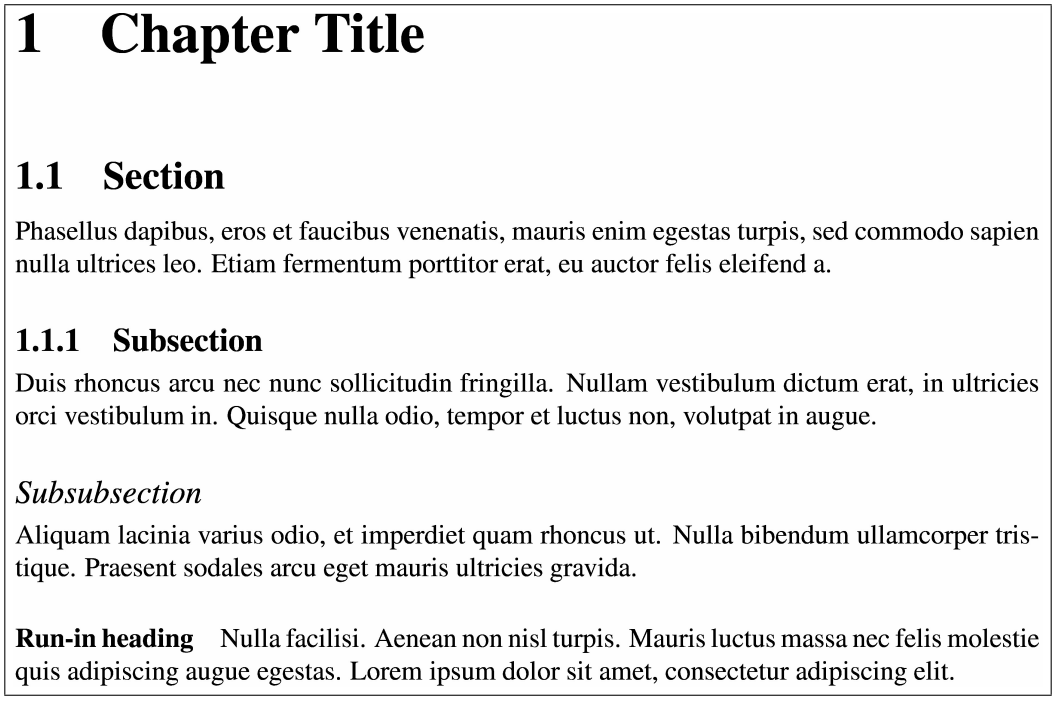

Figure 3.1. Headings.

Headings

Normally a book is divided into chapters, sections and subsections, and only the first two will be numbered in the final book. When setting out the structure of your book you should pay particular attention to any headings used. Make sure they are clearly displayed and numbered. Use a different style of lettering (for example capitals, capitals and lower case) to differentiate between main headings and subheadings. Numbering should be by chapter and section (e.g. 6.1 is section 1 in Chapter 6, 6.1.1 the first subsection within that section etc). Check carefully that numbering is consecutive and not repeated. If your typescript runs to fourth- or fifth-level headings then the topics are probably being subdivided too closely. If you find that this is the case it is best to rewrite affected sections. Too many headings are distracting to the reader and break up the flow of an argument.

The heading level must be clear and formatted consistently, remember to ensure there are no missing heading levels. Figure 3.1 shows the heading structure.

3.1.3 End matter

Appendices

You may wish to include 'subsidiary' matter as an appendix/appendices. Please make sure that this intention is clear and that appendices are listed as such in the contents list. The appendices must be submitted at the same time as the main text.

Glossaries

A glossary can often be very helpful and can be included at the beginning or end of the book as necessary.

References/bibliography

A references section should only contain work that is cited in your text. In contrast a bibliography should contain all the works cited in your book and any suggestions for further reading.

References must included at the end of each chapter, not as one single list at the end of the book. Authors using LaTeX can use the package chapterbib to manage chapter level bibliographies and references.

Index

As an ebook first programme we have dispensed with a traditional index as present technology does not support the use of indexes in ebooks in a meaningful way. In addition the text is fully searchable and the reader community have reported that using search facility is preferable to present indexing technology.

3.2 Reference styles

Using either the Harvard alphabetical system or the Vancouver numerical system for referencing is preferred. References should ideally be formatted according to one of the basic styles outlined below. However, any system, provided it is logical and consistent, is probably acceptable for most publications, but please check with your Commissioning Editor early in the writing stage.

Do check that all references mentioned in the text are also in the reference list and vice versa (queries about 'missing references' are a common cause of delay) and that dates and names are consistent.

Note that the house style of referencing omits full stops and commas after authors' initials and abbreviations such as vol, ch and p. It is a great help to the editorial staff if you follow this style.

3.2.1 Harvard alphabetical system

In the Harvard system the name of the author appears in the text together with the year of publication. Where there are only two authors both names should be given in the text; if there are more than two authors only the first name should appear followed by ' *et al*'. When two or more references to work by one author or a group of authors occur for the same year they should be identified by including a, b etc, after the date, e.g. Smith (1986a). If several references to different pages of the same article occur, the appropriate page number should be given in the text, e.g. Eliezer (2002, p39).

The reference list should consist of an alphabetical listing first by authors' names and then in date order for each author or group of identical authors (see below for examples). Start each reference on a new line and use the full typing width as much as possible (i.e. do not put each part of a reference on a new line, but type through).

Cisneros A 1971 *Astrophys. Space Sci.* **10** 87
Dorman L I 1975 *Variations of Galactic Cosmic Rays* (Moscow: Moscow State University Press) p 103
Engles B 1973 *Proc. 6th Int. Conf. on Atomic, Nuclear and Cosmic Ray Physics (Munich,1972)* vol 1 (Amsterdam: North-Holland)

3.2.2 Vancouver numerical system

References to the literature should be cited in the main text using an Arabic number in square brackets, e.g. [4]. List these (in numerical order) at the end of the chapter. Start each reference on a new line by its number in square brackets and use the full typing width as much as possible. References by the same author(s) cited under the same number should be continued on the same line separated by a semi-colon (see [4] below). References by different authors cited under the same number should be put on a new line (see [5] below).

[1] Fang M T C and Newland D B 1983 *J. Phys. D: Appl. Phys.* **16** 793–810
[2] Ames W F 1965 *Nonlinear Differential Equations in Engineering* (New York: Academic) p 234
[3] Gordon S and McBride J 1971 *NASA Report* SP-273
[4] Kovitya P 1984 *IEEE Trans. Plasma Sci.* **PS-15** 38–42; 1987 *IEEE Trans. Plasma Sci.* **PS-15** 294–301
[5] Ibrahim E Z 1980 *J. Phys. D: Appl. Phys.* **13** 2045–65
Stokes A D, Sibilski H and Kovitya P 1989 *J. Phys. D: Appl. Phys.* **22** 1702–7
[6] Ehreneich H 1966 *Optical Properties and Electronic Structure of Metals and Alloys* 4th edn, ed F Abeles (Amsterdam: North-Holland)

3.3 Reference formatting

The details in this section define the preferred formatting of references in IOP ebooks. However any other formatting systems, as long as it is standard and consistent would be acceptable.

3.3.1 Style for journal references

Published reference to a journal should include (in this order):

- Author(s)
- Year
- Title of article
- *Name of journal* (abbreviated and in italics)
- Part of journal (e.g. A, B etc, if appropriate)
- **Volume number** (in bold)
- Page number(s)

Kibble B P, Copely G and Krause L 1967 *Phys. Rev.* **153** 9–12
ICRP 1955 Recommendations of the International Commission on Radiological Protection *Br. J. Radiol.* (Suppl. 6)
Bryan J P (ed) 1995 *J. Phys.: Condens. Matter* **18** (special issue)

Part numbers, months, etc should only be included where they are necessary for complete identification. Parts designated by letters should be included thus:

Whitehouse D J and Archard J F 1970 *Phys. Lett.* A **316** 97–121

For multi-author papers all authors should be listed in the reference list if there are 10 or fewer authors. For papers with more than 10 authors it is acceptable to use the first author followed by *et al*.

The most frequently occurring journal references are given in Appendix B abbreviations for the majority of journal titles can be deduced from this; where a word is unusual or new it should be written in full. An initial capital is used for all words in the title of a journal except for ‘of’, ‘a’, etc. (but these should normally not occur anyway).

Table 3.1 lists some contractions which can be ambigious.

3.3.2 Style for book and ebook references

References to a book should include, where applicable:

- Author(s)
- Year
- *Full title* (in italics, initial letter of each significant word should be capital)[1]
- Edition (e.g. 2nd edn).
- Volume number (if any, given after the contraction ‘vol’)

[1] Note that if a word is hyphenated then both parts should have initial capital letter; for example, Non-Classical Mechanics.

Table 3.1. Some ambiguous contractions

Full word	**correct**	**incorrect**
American	Am.	Amer.
Annals	Ann.	Annu.
Annual	Annu.	Ann.
Biology, Biological	Biol.	Bio
Comments	Comment.	Comm.
Communications	Commun.	Comm.
Computing, Computer, Computational	Comput.	Comp.
Congress	Congr.	Cong.
Electronic	Electron.	Elec., Electr.
Electrical	Electr.	Elec.
Engineering	Eng.	Engng.
Equations	Eqns	Eq.
Geometry, Geometrical	Geom.	Geo.
Molecular	Mol.	Molec.
National	Natl	Nat.
Physiological	Physiol.	Phys.
Quantitative	Quant.	Quantit.
Quantum	Quantum	Quant.

- Editor(s) (if any, initials before the surname(s) and preceded by the contraction 'ed' [no full point] even if more than one editor)
- Town of publication[2]
- Publisher
- Chapter and/or page number(s).

The name of the publisher is given in the shortest form possible: initials, Ltd, Inc., & Co., Publishing Co., etc are omitted. For instance,

Ehrenreich H 1966 *Optical Properties and Electronic Structure of Metals and Alloys* 4th edn, ed F Abeles (Amsterdam: North-Holland) pp 109–33

Bennett H E and Bennett J M 1976 *Physics of Thin Films* vol 4, ed G Has and R E Thun (New York: Academic) pp 1–96

Vosteen R E and Bartnikas R (ed) 1987 *Engineering Dielectrics* vol II B *Electrical Properties of Solid Insulating Materials: Measurement Techniques* (Philadelphia, PA: ASTM) chapter 6 (Electrostatic Charge Measurements)

For ebooks, the referencing is as above, but additional information is included depending on how the ebook is accessed.

- For ebooks read or avaiable online then append the source and URL as part of the reference.

Elliott H 2013 *Renewables: A review of sustainable energy supply options* (Bristol: IOP Publishing Ltd) IOP ebooks http://iopscience.iop.org/book/978-0-750-31040-6

Krügel E 2002 *The Physics of Interstellar Dust* (London: Taylor & Francis) CRCnetbase http://www.crcnetbase.com/doi/book/10.1201/9781420033335

Newton, I 1730 *Optiks* 4th edn. Project Gutenberg http://www.gutenberg.org/ebooks/33504

You can use the DOI instead of the URL if that is known:

[2] A list of commonly occurring book publishers and their city of publication, is given in appendix C.

Elliott H 2013 *Renewables: A review of sustainable energy supply options* (Bristol: IOP Publishing Ltd) IOP ebooks doi:10.1088/978-0-750-31040-6

- For ebooks avaiable on a dedicated ebook reader or in other formats, append the file type.

Schmadel L 2009 *Dictionary of Minor Planet Names: Addendum to Fifth Edition: 2006 - 2008* (Berlin: Springer) Kindle edition.
Halliday D 2013 *Fundamentals of Physics* 10th Edn (Chichester: Wiley) Nook edition

3.3.3 Standard works of reference

Some books (e.g. handbooks) are better referred to by their title than the editors (which are not always necessary). For the Harvard style, the title and date are included in the text and the title listed alphabetically in the reference list. Some examples follow.

Handbook of Chemistry and Physics 93rd edn 2012, ed W M Haynes (Boca Raton: CRC Press)
International Tables for X-Ray Crystallography vol 2 1959 (Birmingham: Kynoch) pp 291–312

3.3.4 Style for web references

There is an increasing amount of scientific literature being published electronically and so being referenced.

Electronic-only journals

These do not usually have volume or page numbers, and many journals have their own referencing sequence for their 'papers'. In general references to on-line only journals should be given as,"Authors year *abbreviated name of journal* paper number as given by the journal", e.g. for a paper in the *Journal of High Energy Physics* this would appear as;

Smith A and Bloggs B *J. High Energy Phys.* JHEP12(1997)002

Most electronic only journals will also assign a DOI (digital object identifier) and/or a PII (Publisher Item Identifier) number to each article, and these can be included after the reference.

Seiberg N and Witten E *J. High Energy Phys.* JHEP09(1999)032 doi:10.1088/1126-6708/1999/09/032

Individual Web pages

References to websites are permissible, but should be used sparingly. The prefix http:// should not be used along with www. Only include http:// if www is not included, e.g. http://alexandria.tue.nl. Including the date the site was last accessed is also recommended.

These should be referenced as, for example,

Planetary Exploration Newsletter http://planetarynews.org/ [accessed 23 June 2013]
Particle Data Group *Atomic and Nuclear Properties of Materials* http://pdg.lbl.gov/2012/AtomicNuclearProperties [accessed 12 December 2012]
National Snow and Ice Data Center *Glaciers and climate change* http://nsidc.org/cryosphere/glaciers/questions/climate.html [accessed 12 December 2012]

the key items being the author (where applicable) and Web address. Note that the Web address should be set in Roman and does not require a typewriter (verbatim) style font.

If only an http:// or a www. address is available then this should be written in full, for example:

Euler L 1736 *Commentarii Academiae Scientarium Imperialis Petropolitanae* **8** 128 (www.math.dartmouth.edu/euler/docs/originals/E053.pdf)

E-mail addresses may also be quoted as references, again being set in Roman. Care should be taken that no full points follow the address.

3.3.5 Non-journal periodicals, series publications and other non-standard references

Some publications do not fall happily into either the books or journals categories and thus present a problem when looking for rules to reference them. These publications include, amongst others, the *ACS Symposium Series*, *Nato Summer School Series*, *Springer Lecture Notes in Physics* and *Proc. SPIE.* Typically, they contain:

- Authors
- Year
- Paper title
- Publication title (in italics)
- Series title (in italics and within parentheses)
- Volume number
- Editors
- Publisher and town of publication
- Page numbers

Since they do differ quite widely, it is difficult to generalize; however, the following structure should be used if at all possible:

authors year article-title publication-name (series-title vol number) editors (town of publication: publisher) pp page numbers

for instance:

Franken L J N, Pijpers R H and Haverkort B R 1994 Modelling aspects of model based dynamic qos management by the performability manager *Computer Performance Evaluation. Modelling Techniques and Tools: Proc. 7th Int. Conf. , Vienna* (*Lecture Notes in Computer Science* vol 794) ed G Haring and G Kotsis (Berlin: Springer) pp 89–110

Note that the series title (in italics) and volume number are included within parentheses. The volume number is preceded by 'vol', and is not bold.

3.3.6 SPIE proceedings

These should be treated as a journal:

Kim Y 1997 *Proc. SPIE* **2231** 29–5

3.3.7 Conference proceedings

The reference should include:

- Author(s)
- Year of publication
- Paper title (if given/applicable)
- *Title of conference* (in italics, initial letter of each significant word should be capital)
- Place and date (year and/or month) of conference (in italics and within parentheses, separated by commas) if supplied by author
- Volume number (if any)
- Editors
- Town of publication (optional)
- Publisher (optional)
- Page numbers

Standard words in the title should be abbreviated; for example, Conf., Symp., Trans., Proc., etc, but the rest should be written in full.

A very complicated example illustrating most of the points of style is as follows:

Sorkin R D 1986 Introduction to topological geons *Topological Properties and Global Structure of Space-Time: Proc. Nato Advanced Study Institute on Topological Properties and Global Structure of Space-Time (Erice, Oct. 1985)* ed P G Bergmann and V De Sabbata (New York: Plenum) pp 1–8

For a conference proceeding which is published in a journal treat as a journal reference

Russo R E, Geohegan D B, Haglund R F and Murakami K (ed) 1998 *Proc. 4th Int. Conf. on Laser Ablation (Monterey, CA, 1997); Appl. Surf. Sci.* **127** 351

Note: References to conference proceedings are usually to individual articles (and often also for books). The author is the author of the article and title is the title of the conference (or book). Reference to the whole proceedings can be given by the editors:

Bopp F and Kleinhoppen H (ed) 1969 *Physics of One- and Two-Electron Atoms* (Amsterdam: North-Holland)

3.3.8 Unpublished works

References to unpublished material available from the authors cited, though not from libraries, should be included in the standard list of references, unless this presentation creates problems. Private communications should be treated in the same way, giving authors establishment where possible. The year should be given. An example,

Brown A B 1987 private communication

3.3.9 Works to be published

Normally, material described in typescripts as ‘to be published should be indicated in as if it were published (Jones 2013) and full details added to the reference list at proof stage if then available.

The description ‘to be published’ should never be used unless details of the publication can be given. If applicable, the word ‘submitted’ may be used following the journal name (in italics), or failing this the work should be treated as unpublished material. See also the following section below on incomplete references.

3.3.10 Incomplete references

References can be cited as ‘at press’ or ‘submitted’ where appropriate.

Megraw W J and Wells A C 2023 *Nature* at press
Cena K and McLaren F G 2003 *Network* submitted

If the journal to which the work is to be submitted is not yet known, the reference should be cited in the list as unpublished or in preparation.

3.3.11 Theses

These should be listed in the reference list as follows:

Roberts P 1970 *MSc Thesis* University of Manchester
Dobson C T J 1968 *Magnetic transport in reaction–diffusion phenomena* PhD Thesis Brunel University, London

The town or city of the university should be added where the university might not be easily identifiable. The title of the thesis (positioned after the year) is also useful information and should be included where known. The title should be sentence case only (see the second example above).

3.3.12 Patents

Patents are published and should be included in the reference list. The title of the patent may be added if available.

Graham E and Walles K F A 1956 *GB Patent Specification* 840631
Hewlett-Packard Ltd 1966 Improved digital frequency counter *US Patent Specification* 30320033

Patent applications are not published but should be included in the references along with other unpublished material.

3.3.13 Organizational reports

Reports of many large establishments are readily available and should be included in the reference list. (The criterion is that it should be available through a library.) The minimum information should be included in the form of establishment/organization, name and number of report, memorandum, circular, etc. The title is not usually necessary, but helpful for readers, and similarly any details of where the report is 'published'.

Rony P R 1963 *Lawrence Radiation Laboratory Report* UCRL 11218
Nicolet W E et al 1975 *Analytical and design study for a high pressure, high enthalpy constricted arc heater Acurex Corporation Report* AEDC-TR-75-47

Instrument manuals and manufacturers catalogues are usually available for a limited period and should therefore be included as footnotes.

3.3.14 Miscellaneous references

A number of references do not fall into any of these categories and must be treated individually. The basic rule is to include all the information necessary for identification.

Examples are as follows:

British Standards Institution 1967 BS 4148
International Nickel Ltd 1963 Nickel Plating: Techniques and Applications

3.4 Tables and table captions

A table should be as simple as possible given the contents and the title should be brief and not provide commentary or background information. Conversely the text should not repeat the details of a table, though may summarize or highlight key points.

The clarity of tables can be improved by considering their complexity and organization.

- consider splitting large tables into smaller ones. This aids clarity and additionally, with on-line works large tables may be difficult to display and read on screen
- provide clear concise captions
- round off the numbers so that readers can make meaningful comparisons more easily
- use the same layout for a series of tables.

Tables should be numbered serially in Arabic numerals through each chapter (e.g. table 1.1, table 1.2, ... table 5.1, table 5.2, ... where the first number is the chapter number) and should have captions that are as concise as possible. Long and complicated material in a table column can be numbered, or given footnote signs or letters, and a key given at the foot of the table (see table 3.2). Tables should be referred to in the text by number e.g. table 1.1, table 1.2 etc. In the final published version of a table *only* horizontal rules will be used. Table captions should be typed above tables as in the example. It is often helpful to provide a list of table captions on a separate sheet.

Table 3.2. Permissible values of n_2 for O(N).

		N	0	1	2
Without taking account of gravitation†		7	13	8	3
		8	15,16	9,10	3,4
		9	17,18,19	10,11,12	3,4,5
Taking account of gravitation	Conformal theory	7	8	3	3
		8	14,15,16	8,9,10	2,3,4
		9	16,...,19	9,...,12	2,...5
	General R^2-theory	7	12,13	7,8	2,3
		8	14,15,16	8,9,10	2,3,4
		9	16,...,19	9,...,12	2,...,5

† This is a hypothetical situation.

3.5 Illustrations

Illustrations, like tables, should be numbered serially in Arabic numerals through each chapter (e.g. figure 1.1, figure 1.2, ... figure 5.1, figure 5.2, ... where the first number is the chapter number). Illustrations should be referred to in the text by number e.g. figure 1.1, figure 1.2 etc. For more information on illustrations and the several types of artwork may that be supplied, please refer to Chapter 5.

3.6 Equations

Displayed equations should typed on their own line

$$e^{i\pi} + 1 = 0$$

and un-numbered, unless they are referred to in the text:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}. \tag{3.1}$$

Where equations are referred to in the text, like tables and figures, should be numbered serially in Arabic numerals through each chapter (e.g. equation (1.1), equation (1.2), ... equation (5.1), equation (5.2), ... where the first number is the chapter number). Equations should be referred to in the text by number, including the braces, e.g. equation (1.1), equation (1.2) etc.

As mathematics and equations require special care, more specific detail is given in Chapter 4.

3.7 Footnotes

Footnotes should be avoided wherever possible and, if required, should be used only for notes that cannot be fitted conveniently into the text. Do not use footnotes for reference citations.

Further reading

Barron D N 2008 *Units, Symbols, and Abbreviations: A Guide for Authors and Editors in Medicine and Related Sciences, Sixth edition* (London: RSM Books)

British Standards *BS 4148:1985, ISO 4-1984 Specification for abbreviation of title words and titles of publications* (London: British Standards Institute)

British Standards *BS 5555:1993, Specification for SI units and recommendations for the use of their multiples and of certain other units* (London: British Standards Institute)

Carey G C 1971 *Mind the Stop: A Brief Guide to Punctuation with a Note on Proof-correction* (Cambridge: Cambridge University Press)

Cavendish J M 1984 *Handbook of Copyright in British Publishing Practice* (London: Cassell)

Chambers 2000 *Chambers Science and Technology Dictionary* (Edinburgh: Chambers

Chambers 2011 *The Chambers Dictionary* (Edinburgh: Chambers)

The Chicago Manual of Style: The Essential Guide for Writers, Editors and Publishers 15th edition 2010(Chicago: University of Chicago Press). A useful guide covering many aspects of presenting the written word.

Fowler H W 2004 *Fowler's Modern English Usage (Re-Revised 3rd Edition)* (Oxford: Oxford University Press)

Hart H 1983 *Hart's Rules for Compositors and Readers at the University Press Oxford* 39th edn (Oxford: Oxford University Press) This is a useful guide to many miscellaneous points, but you should note that it is written in 'Oxford' style.

Higham N J 1998 *Handbook of Writing for the Mathematical Sciences* (Philadelphia: Society for Industrial and Applied Mathematics)

Karjalainen J 2011 *The Joy of English* (Oxford: How To Books Ltd)

Ritter R 2000 *The Oxford Dictionary for Writers and Editors* (Oxford: Oxford University Press)

Ritter R M 2005 *New Hart's Rules: The Handbook of Style for Writers and Editors* (Oxford: Oxford University Press)

Seeley J 2009 *Oxford A-Z of Grammar and Punctuation* (Oxford: Oxford University Press)

Strunk W and White E B 1999 *The Elements of Style* (London: Longman)

Quantities, Units and Symbols 1975 2nd edn (London: The Royal Society)

The Times Atlas of the World 2013 (London: Times Books). For the correct spelling of geographical names.

Whitaker's Almanack annual publication (London: A & C Black Publishers Ltd)

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Chapter 4

Mathematics

Some key points to bear in mind when composing mathematical manuscripts:

- If you are using MS Word to prepare your typescript mathematics should be prepared using Word's built-in 'Equation Editor' or the full MathType product.
- It is very important to distinguish between constants/labels (Roman text) and variables (italic text) — failure to do so can make the copy-editor's task very difficult and result in a large number of corrections at proof stage.
  - Italic characters should be used for variables and any physical entity that may assume different values, hence, physical constants such as e (electron charge), h (Planck constant) and c (speed of light) are set in italic
  - Roman (upright) characters are used for constants or for labels attached to variables, e.g. M_{e} for the mass of an electron.
  - Roman characters will be used for the differential 'd', the exponential 'e' and 'i' where $\mathrm{i} = \pm\sqrt{-1}$.
  - When letters are used as labels they are set in Roman type (for example x-axis but x-ray). Hence, operators such as differential, div, grad, curl etc, are set in roman as they act merely as labels, but the variable on which the operator acts is set in italic, hence $\mathrm{d}x = \mathrm{d}y$, etc.
- Equations should be numbered serially by chapters, e.g. equation (1.1), (1.2),..., on the right-hand side of the page, but only if reference is made to them in the text. Short expressions not referred to by any number will usually be incorporated in the text.
- Care should also be taken with exponential expressions and with subscripts; the principle to bear in mind is simply that matter above or below the level of the normal type involves special treatment which leads both to less elegant work and to greater expense. It is better to use $\exp(n^3 - 1)$ than e^{n^3-1}.
- Displayed equations should generally be restricted to a height of two lines, e.g. constructions such as

$$P = \frac{\dfrac{a}{b} + \dfrac{c}{d} + \dfrac{b}{c}}{(a^2 + b^2)(c^2 + d^2)}$$

  should not be used. Instead, they should be converted to the equivalent two-line forms

$$P = \frac{a/b + c/d + b/c}{(a^2 + b^2)(c^2 + d^2)}$$

or

$$P = \left(\frac{a}{b} + \frac{c}{d} + \frac{b}{c}\right)[(a^2 + b^2)(c^2 + d^2)]^{-1}.$$

- Full formulae or equations should be displayed, i.e. written on a separate line as shown in the following examples:

$$\begin{aligned} \mathrm{e}^{\mathrm{i}\pi} + 1 &= 0 \\ \tilde{T}_{\mu\nu}(x) &= -\frac{2}{\sqrt{-g(x)}}\frac{\delta S_m}{\delta g^{\mu\nu}(x)} \\ \frac{\mathrm{d}N}{\mathrm{d}t} &= -C\sigma \oint_{\partial M} \kappa_g(s)\mathrm{d}s \end{aligned} \tag{4.1}$$

  and only numbered if referred to in the text, eg equation (4.1).
- Where an equation is longer than the line width, it should be broken at an appropriate point, e.g. before a complete term, immediately before $=$, $+$ or $-$ signs or between terms multiplied together. The connecting signs are not repeated and appear only at the beginning of the turned-over line with the new line beginning with $+$, $-$ or $\times$:

$$\begin{aligned} \int \mathrm{d}^3v'\mathbf{v}'\left(\frac{\partial f_\alpha}{\partial f}\right)_c &= \frac{\partial}{\partial t}\int \mathrm{d}^3v'\mathbf{v}'f_\alpha(\mathbf{x},\mathbf{v}',t) + \nabla\cdot\int \mathrm{d}^3v'\mathbf{v}'\mathbf{v}'f_\alpha \\ &\quad + \left(\frac{e_\alpha}{m_\alpha}\right)\int \mathrm{d}^3v'\nabla_v\cdot\left[\left(\mathbf{E} + \frac{\mathbf{v}'}{c}\times\mathbf{B}\right)\mathbf{v}'f_\alpha\right] \\ &\quad - \int \mathrm{d}^3v'\left(\mathbf{E} + \frac{\mathbf{v}'}{c}\times\mathrm{B}\right)f_\alpha \end{aligned}$$

$$\begin{aligned} C(12) &= \left[\overrightarrow{\pi}\cdot\overrightarrow{\phi}(x+r)\right] \\ &\approx 1 - \mathrm{const}\frac{r^2}{L^2}\int_r^L \frac{x\mathrm{d}x}{x^2} + \cdots \\ &\approx 1 - \mathrm{const}\frac{r^2}{L^2}\ln\frac{x\mathrm{d}x}{x^2} + \cdots. \end{aligned} \tag{4.2}$$

  However, if equations will fit on one line, do so; for example, (4.2) may also be formatted as:

$$C(12) = \left[\overrightarrow{\pi}\cdot\overrightarrow{\phi}(x+r)\right] \approx 1 - \mathrm{const}\frac{r^2}{L^2}\int_r^L \frac{x\mathrm{d}x}{x^2} + \cdots \approx 1 - \mathrm{const}\frac{r^2}{L^2}\ln\frac{x\mathrm{d}x}{x^2} + \cdots.$$

- Bold italic characters is our preferred style for vectors but you may use any standard notation; for example, any of these styles for vectors is acceptable:

  'the vector cross product of $\boldsymbol{a}$ and $\boldsymbol{b}$ is given by $\boldsymbol{a}\times\boldsymbol{b}\ldots$', or
  'the vector cross product of $\mathbf{a}$ and $\mathbf{b}$ is given by $\mathbf{a}\times\mathbf{b}\ldots$', or
  'the vector cross product of $\vec{a}$ and $\vec{b}$ is given by $\vec{a}\times\vec{b}\ldots$'.
- Matrices should be sans serif bold (e.g. G, d, W).
- Braces, brackets and parentheses are used in the order $\{[(\ )]\}$, except where mathematical convention dictates otherwise (e.g. square brackets for commutators and anti-commutators).
- Decimal fractions should always be preceded by a zero: for example 0.123 not $.123$.
- Commas are not inserted between figures: e.g. use 4000, $60\,000$, $0.123\,45$ not $4,000$, $60,000$, $0.123,45$.
- Mathematical expressions are not punctuated except by use of the full stop.
- Sub and superscripts must be set in italics when they represent physical quantities or mathematical variables otherwise they should be set in Roman type; for example: C_T, where T represents "temperature"; M_i, where i is a summation index; but R_E where 'E' distinguishes an object such as the "emitter".

Further reading

The Chicago Manual of Style: The Essential Guide for Writers, Editors and Publishers 15th edition 2010 (Chicago: University of Chicago Press) Chapter 12

Grätzer G 2000 *Math into LaTeX: An Introduction to Latex and AMS-latex* (Basle: Birkhauser)

Higham N J 1998 *Handbook of Writing for the Mathematical Sciences* (Philadelphia: Society for Industrial and Applied Mathematics)

Knuth D E, Larrabee T and Roberts P M *Mathematical Writing* (Providence: American Mathematical Society)

Krantz S G 1997 *A Primer of Mathematical Writing* (Providence: American Mathematical Society)

Swanson E 2000 *Mathematics into Type* (Providence: American Mathematical Society)

Voss H 2010 *Typesetting Mathematics with LaTeX* (Cambridge: UIT)

Chapter 5

Graphics

5.1 Introduction to general graphics issues

In these notes we briefly describe the preferred file formats for submission of graphics to IOP. Please note that print requires a higher quality than web or on-screen use and some figures produced for use on the web may not reproduce well in print.

Appendix A provides additional information and advice on preparing and using images with your manuscript.

5.2 A note on copyright

If you wish to illustrate your book using material for which you do not own the copyright then you must seek permission from the copyright holder. It is the author's responsibility to obtain copyright permissions and IOP's production or editorial staff are unable to undertake this on your behalf. We strongly advise you to obtain permission to use the material prior to submitting your typescript. Providing copyright information at submission reduces the likelihood of delays to publication at a later stage when you will be asked to obtain copyright permission.

For further details on copyright issues see Chapter 6.

5.3 Images from the Internet

Do not simply download images from the Internet to use in your book. Typically such images are too low resolution to reproduce well in a book; and most will be covered by copyright restrictions.

5.4 Clarity

Any efforts to improve the clarity of your figures and diagrams will always be appreciated by readers.

Some points to consider include scale (figure 5.1(a) and5.1(b)) and shading (figure 5.1(c) and 5.1(d)). In addition 3D presentations can be confusing (figure 5.1(e) and 5.1(f)), especially with pi charts where the data can look distorted (figure 5.1(g) and 5.1(h)).

Shading and fill patterns should be avoided wherever possible because diagrams containing them may have to be printed as half-tones and undesirable interference patterns may be produced on printing.

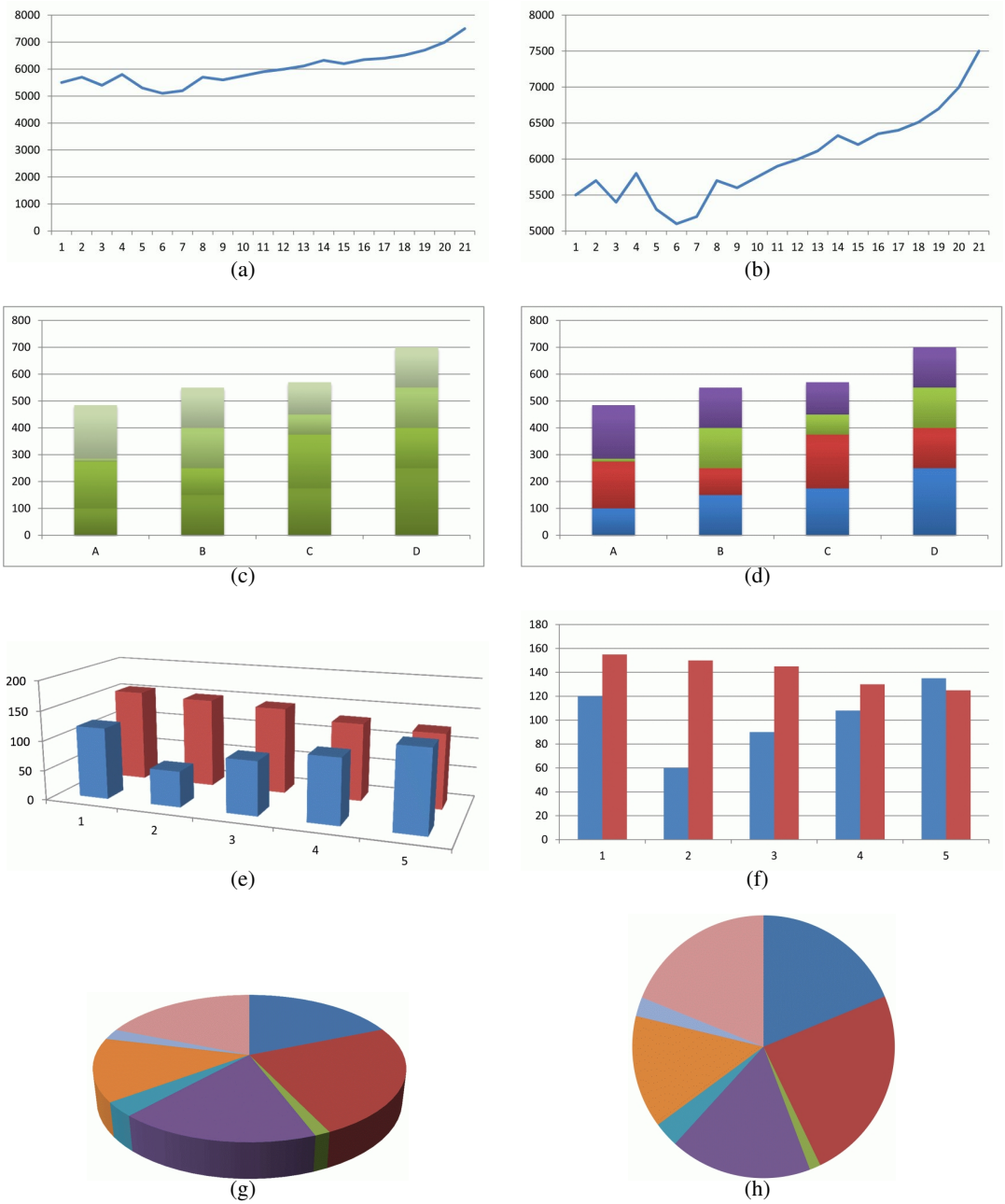
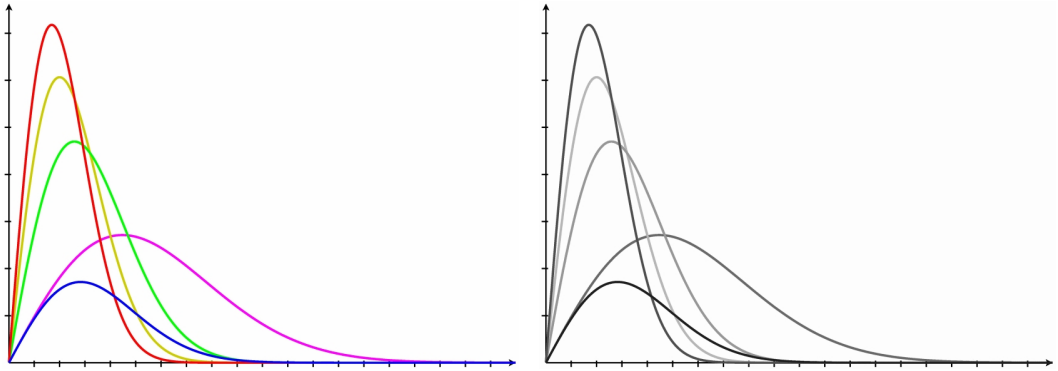


Figure 5.1. Some bad and good examples of clarity in charts.



(a) (b)

Figure 5.2. The use of colour in charts.

5.5 The use of colour in graphics

The use of colour in figures can significantly enhance the appearance of the figures and aid understanding, and we encourage the inclusion of colour where appropriate. However, colour figures may be converted to grey-scale, or readers may print in B&W and thus may lose detail or clarity and some older ebook readers do not have colour displays. In particular, colours such as yellow, light greens and light blues generally reproduce poorly and may become indistinguishable on conversion to black and white print.

Line diagrams that contain coloured lines to distinguish various data sets can be extremely difficult to read and interpret when the colour information is lost. Figure 5.2(a) is a chart containing multiple coloured lines, as it would appear in the ebook. Figure 5.2(b) shows how the same figure would look in a printed version where the colours are lost. You can see that in (b) a number of the lines have very similar shades of grey which make it difficult for a reader to distinguish between them. Consequently, where loss of colour in a particular graphic may reduce its legibility, use one or more of the following techniques to assist readers who may print the chapter on a black and white printer:

- use line markers (e.g., circles, crosses etc), labels or numbers to distinguish different data sets or lines;
- use a combination of different types of dashed lines;
- vary the thickness of the lines;
- avoid the use of unnecessary background tints.

5.6 Preferred graphic file formats and resolutions

You should export or save any graphics in any of the following formats:

- EPS, PDF, WMF, TIFF, GIF, JPEG and BMP.

Authors using LaTeX should have their figure files in EPS format, although the LaTeX picture environment can be used to generate simple figures, its use is not recommended.

Artwork should be saved or exported with the following resolutions:

- **Black and white line art** Use a resolution of 600 dpi when you scan or export the image.
- **Greyscale images** Use a resolution of between 150 and 300 dpi.

- **Colour figures** Use a resolution of between 150 and 300 dpi when you scan or export the image. The more colours used in a bitmap file the greater the file size so try to minimize the number of colours – a maximum of 256 colours should be sufficient. Colour figures should be saved in CMYK not RGB colour space.

5.7 Naming your figure files

Please give each figure file a name which indicates the number of the figure it contains and not a descriptive name, eg Fig01x01.eps not H2EnergyLevels.eps.

If the figure file contains a figure with multiple parts, for example figure 3.2(a) to 3.2(e), give it a name such as 03x02a-e.jpg, and so forth. See section 2.6 for further details on file naming.

5.8 Scaling of line widths and text

You should note that during the production and typesetting processes your figures may need to be reduced or increased in size to fit the page design. Scaling of graphics will, of course, affect any line widths and the size of text present in the figures. In some cases lines may become extremely fine and text difficult to read. To achieve the best results you are advised to prepare your figures at approximately the size they will be reproduced in the book.

5.9 Lettering on figures

Aim to keep the lettering on figures to a minimum and include as much detail as possible in the figure caption. The fonts available for figures may not match precisely those used for the text but please use standard fonts (Times, Helvetica, Symbol, Courier) where possible and make the lettering match the text as closely as possible. Use of fonts from the Computer Modern family is also acceptable.

Do not title a figure, the description of it goes in the figure caption. Similarly do not place boxes or borders around figures if they are not part of the illustration. These would need to be removed prior to publication as they take up unnecessary space and are distracting.

5.10 Multiple-part figures

Where a figure consists of several parts, it is often convenient to create each as a separate figure file rather than as a single composite figure. This allows the exact size and positioning of the individual components to be chosen separately to match the space available on the page. However if the precise positioning of the components relative to one another is important then a single composite figure can be produced. If different parts of a figure are labelled please include the labelling (but not the figure number) on the figure itself so it is easy to tell which part is which. Please use (a), (b), (c) etc to label the different parts. If the parts are to sit on a grid then care must be taken to ensure the individual parts are consistent, have the same dimensions and use the same fonts and line widths.

5.11 Video clips and animation

Video clips, animations or other rich media should be included using the numbering scheme for 'regular' figures.

Acceptable formats for video or animation clips are MPEG, QuickTime, Windows AVI or Animated GIF. Section A.5 provides additional information on preparing animated figures for your book.

Since some readers may be reading the book in a print format, a representative frame from your movie or animation should be included in the manuscript as a figure. Include the file size and type of the supplementary data file in the figure caption.

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Chapter 6

Copyright and permissions

6.1 Copyright

As an author, copyright affects your work in two ways, as the generator of copyrighted material and the user of material whose copyright is held by others. Your work is protected by copyright from the time of its creation, there is no need to formally register copyright through any agency or publisher. Normally authors transfer ownership of copyright to IOP Publishing, as this enables us to maximize exposure and income through licensing of subsidiary rights to other publishers. We can also more easily pursue any infringement of this copyright if abused by third parties.

Likewise, if you wish to include material in your manuscript where the copyright is held by others, you must seek permission to do so. This is usually for the right to reproduce artwork, but it can include tables and substantial quotations or the inclusion of reports.

6.2 Permissions

Locating owners of works can be a time-consuming operation, but with some forward planing should not be difficult.

For material in print, it's usual to assume in the first place that copyright is owned by the publisher, but check the copyright page in any book or journal and check for any credit or attribution in the source. You will also need to check the individual figure captions, if reusing a figure, as they may be owned by a third party different to the publisher of the book or journal. Therefore permission would need to be obtained from them and their copyright line and reference inserted. In the case where copyright has reverted to the author (which sometimes happens when books go out of print), the publisher will know how to contact the author.

Even material taken from less formal sources and material which is very old is likely to need permission. In general, if you are unsure if permission is needed, be safe and work on the assumption that it is.

6.2.1 What requires permission?

Permission must be sought to reproduce any original content created by another party. This includes, but is not limited to: artwork, photographs, graphs, charts or tables whether or not they have been published previously. It also includes quotations from songs or poems.

Remember that the copyright in works of deceased authors will pass to their heirs (for a period of time from their death). Copyright normally lasts for 70 years from the death of the author or last remaining author (if the work was produced by multiple authors).

Also remember that all the material on the web is owned by someone. Just because material is freely available to view on the web does not mean that it is free to reuse.

In general, if you are unsure if permission is needed, be safe and request permission from the copyright owner and consult your editor.

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Your own previously published material

If you wish to use material you created but have published elsewhere you may still need to request permission from the original publisher. This is because a publisher often takes ownership of the copyright in anything they publish and therefore you may no longer have the right to use the work without permission. Do check any contract or copyright assignment related to the first publication of the work as you may have retained some rights, or there may be exceptions relating to reusing aspects of the work in future publications; but there will usually be a caveat that a suitable credit line is used. As ever, if in doubt check with the original publisher.

6.2.2 Material not requiring permission

You do not need to seek permission for some material, in general this includes:

Your own previously unpublished material

You will own the copyright to any writing, graphic, chart, photograph[1] or other material you have created but not formally published or transferred ownership of to another party.

Material in the public domain

This includes material never copyrighted, released to the public domain either on publication or where copyright has expired. This can include older works (but be careful and check thoroughly and www.copyright.gov/circs/circ15a.pdf may be useful here), material released into the public domain, which includes material prepared by US government employees as part of their official duties.

Creative Commons material

You do not need to seek permission for some material, in general this includes: **Open access content** published under the CC BY and other Creative Commons licences. You must ensure that you comply with the licence terms as to, for example, attribution. Certain Creative Commons licences only allow reuse without permission for non-commercial purposes. Look for the Creative Commons symbol and then check the terms of reuse for the relevant licence here: http://creativecommons.org/licenses/.

Very old material

Copyright last for up to 70 years after the death of the creator of the work in question. If more than one person created the work, the year of death of the last remaining co-author will apply. You will not need permission once copyright protection has expired.

[1] This does not apply to photographs of copyrighted material.

Ideas, information and data

Ideas, procedures, methods, systems, processes, concepts, principles, discoveries, data or devices, as distinguished from a description, explanation or illustration cannot be copyrighted; though their presentation can.

Phrases

Copyright protection goes to the creator of substantial works, but smaller items that fall into the category of mere phrases cannot be copyrighted. This includes titles of works, slogans and other short phrases. Also in this category are recipes that are a mere list of ingredients, symbols, and typographic embellishment, some of which might be eligible for a trademark but not a copyright.

6.3 Obtaining permission

It is your responsibility to obtain, at your own expense, written permission to reproduce any copyright material. If a figure is adapted from a previously published source it is likely that you will may still need to obtain permission for its use, and in any case it is only courteous to do so. If in any doubt about the necessity to obtain permission, always do so. Any correspondence relating to the granting of permission should be submitted with the typescript. *Permission to reproduce any copyright materials must be obtained before the book can be produced (this is because copyright holders may request specific wordings as acknowledgement). It is therefore in your own interest to obtain all permissions at an early stage.*

In edited books where chapters are contributed by differing authors, it is the responsibility of the individual chapter authors to secure permissions for material in their contribution. The volume editor must ensure that permissions have been secured.

When seeking permissions it is advisable to check the webpage of the appropriate publisher in the first instance. Most display details and procedures for securing permission to reproduce their material. Many publishers now use the Rightslink website (http://www.copyright.com/) for individual permissions requests, which is an online permissions service. If this is the case, then you will need to fill in the online form rather than contact the publisher directly.

When sending permission requests, carefully check the credit given in the source material. The copyright owner may not be the publisher of the book or journal where you found the material.

Send permission letters by email to the Rights Department of the publisher whose material you wish to use. Alternatively, many publishers now have links on their web-sites with contact details and procedures for securing permission to reproduce their material, for example quite a few publishers use the Rightslink website for individual permissions requests, which is an online permissions service. If this is the case, then you will need to fill in the online form rather than send them the letter

If the publisher does not own the copyright, they should hopefully refer you to the relevant party.

It is advisable to follow up any unanswered requests after 3-4 weeks.

You might prefer to phone the relevant publishers in the first instance, to ensure they are the copyright owners before sending written requests.

6.3.1 STM guidelines

It is worth checking if the rights-holder is also a member of the International Association of Scientific Technical and Medical Publishers (STM). IOP Publishing is a member of STM, which involves acknowledgement of shared interest with other academic publishers, specifically regarding permissions guidelines. The Guidelines note that requests for small portions of text and a limited number of illustrations should be granted on a gratis basis for signatory participants, and

further describe a more automatic process which eliminates the need for requests to be transmitted (some signatories have chosen this route, others continue to request express permission requests). The Guidelines apply to both book and journal content, and facilitate reproduction in further editions or in other media. The Guidelines and details of the signatories can be found at http://www.stm-assoc.org/2015_03_09_STM_Permissions_Guidelines_2014.pdf. It is worth looking to restrict using only material from STM signatories, as this will greatly facilitate the permissions clearance process and avoid the fees and charges some non-signatory publishers can impose.

6.3.2 Rights required

When you request permission to reproduce material, make sure that you request non-exclusive worldwide rights for all publication formats, including electronic, for all printings and future editions and for all languages.

If you need to contact the publisher directly then the text in Figure 6.1 can be used when making a direct approach by email or post. There are several points to note.

- Use this wording on your own headed notepaper.
- Address your request in the first instance to the Permissions Department of the publisher concerned. Unless explicit contact details are provided on the publisher's website.
- Send two copies of the request in each case.
- Give as many details as possible about the material to be reproduced (e.g. a full reference to make location easy; a photocopy of any table or figure).

Some publishers use Rightslink for individual permissions requests, which is an online permissions service. If this is the case, then you will need to fill in the online form rather than send them the letter mentioned above.

However you seek and secure permission, remember, if a rights-holder specifies a specific wording for the creditline ensure this is included exactly as stated as this is usually a condition of the permission being granted.

6.4 Fees

The author or contributor in the case of an edited book, is responsible for paying any permission fees. Most STM publishers should grant permission freely if you are using a limited amount of content falling within the quota allowed by the STM Guidelines http://www.stm-assoc.org/2015_03_09_STM_Permissions_Guidelines_2014.pdf being:

- use up to three figures (including tables) from a journal article or book chapter, but:
  - not more than five figures from a whole book or journal issue/edition;
  - not more than six figures from an annual journal volume; and
  - not more than three figures from works published by a single publisher for an article, and not more than three figures from works published by a single publisher for a book chapter (and in total not more than thirty figures from a single publisher for re-publication in a book, including a multi-volume book, with different authors per chapter)
- use single text extracts of less than 400 words from a journal article or book chapter, but
  - not more than a total of 800 words from a whole book or journal issue/edition.

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I am preparing a work entitled *TITLE* (the 'Work') to be published by IOP Publishing Ltd which trades as IOP Publishing of Temple Circus, Temple Way, Bristol BS1 6HG, UK.

I would like to include in my book the following material:

figure/table number, article title, authors, journal title, volume number, issue number (if relevant), page range (or first page if this is the only information available) OR book title, authors, page number, ISBN and copyright year.

Permission is requested on a non-exclusive basis to reproduce the above material in this and all subsequent editions of the Work in English, in translations and in other derivative works based upon this Work that may arise, for worldwide distribution in all media now and in the future existing. I should be grateful for non-exclusive perpetual world rights in all languages and media. The original source will be acknowledged, and if you have a preferred credit line, please specify the wording. For material being published electronically a link to the version of record will be provided back to the original article via DOI.

Please indicate permission is granted by signing below and returning the completed form to me. For your convenience two copies of this request are enclosed, one of which can be signed and returned and the other retained for your files. If permission of the author is required, kindly provide the author's address.

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For your convenience a copy of this letter may serve as a release form: the duplicate copy may be retained for your files.

Thank you for your prompt attention to this request.

Yours sincerely

A.N. AUTHOR

We grant permission for the use of the material requested above.

.....	.....	.....
(signature)	(print name)	(date)

Please specify any specific credit notice below:

Figure 6.1. Sample copyright permission letter.

In such instances, they should only insist on an appropriate credit line appearing in the finished work.

If you wish to reuse content beyond these limits or the owner of the content is not an STM signatory publisher then it is likely that you will need to pay permissions fees.

If a copyright owner is demanding excessive fees or unusual requests before granting permission, please contact your editor before agreeing to these terms.

6.5 Credits

Give full credit for material used from other sources, regardless of whether permission is needed or not. Acknowledgement is not the same as permission, and it is your responsibility to acknowledge and credit all borrowed material. In cases where permission has been granted, it is common for the exact wording of the credit line to be given. Remember to include this in the final manuscript, either where the material is reproduced, or grouped together on a separate page.

6.6 Can't locate the copyright owner or permission requests ignored?

In some instances it can be difficult to trace the copyright owner, especially if the material appeared in an old book or journal, or where the original publisher has amalgamated with another. Checking the web pages of publishers associations may help track down the current name and location of the publisher. The resource *Books in Print* (http://www.booksinprint.com/) can be consulted, and provides much useful data such as details of publishers addresses, name changes, imprints etc.

Sometimes even such exhaustive searching still fails to locate the copyright owner. At this point you must decide whether to proceed with using this material.

In these cases you need to consider: Can another suitable image be used, preferably one where the copyright owner is known? Can your material be rewritten so as avoid having to replicate the copyright material?

A similar situation is faced when you have located the copyright owner and made several requests but do not get a response. The mere existence of communications demonstrating your attempts to reach a rights holder is insufficient. In such instances contact your editor.

6.7 Permission not granted

If the rights owner refuses to grant permission that leaves no alternative but to not include the requested material. You will have to secure an alternative or rewrite so the material is not needed.

We do not recommend redrawing images or restructuring tables to seek to avoid the need to secure permission. Any alteration must be substantial if you want to avoid the legal requirement to obtain permissions, but what constitutes a "substantial" change is a murky legal area. Changing straight lines to arrows, relabelling a figure with letters instead of numbers, or reordering columns in a table does not constitute substantial change and can distort the meaning of the original material.

6.8 Permissions Clearance Form

Please note that it is important for us to be able to identify which figure number in your *own* book each permission refers to. To facilitate recording and checking the status of all permissions authors are requested to include a Permissions Clearance Form for each chapter.

This form simply asks you to to indicate the figures and other relevant elements in the chapter and indicate the copyright owner, and verification that permission has been sought and given for each element. A sample completed form is shown in Figure 6.2.

Permission Clearance Form

A copy to be completed for each chapter, and submitted with the manuscript

Book title: Large Scale Structure in the Universe

Chapter number: 2 Chapter title: Cosmological Simulations

Name: A Body **Signature:** A Body **Date:** 08/04/2013

☐ This chapter contains only my own work, it has not been published before or is in the public domain; or

☑ I shall obtain permission from the copyright owner for any material included in my chapter that has been published before and requires permission, and these are outlined below:

IOP Book reference	Source Information: Source	Item	Publisher	Permission has been: Requested	Received
Fig 2.1	Own				
Fig 2.2	Own				
Fig 2.3	Own				
Fig 2.4	Volker, Springel, Mon. Not. R. Astron. Soc. 364, 1105–1134 (2005)	Fig 2	RAS	Y	Y
Fig 2.5	Volker, Springel, Mon. Not. R. Astron. Soc. 364, 1105–1134 (2005)	Fig 8	RAS	Y	Y
Fig 2.6	K Dolag, M Reinecke, C Gheller and S Imboden, New Journal of Physics 10 (2008) 125006	Fig 5	IOP	Y	Y
Fig 2.7	Own				
Fig 2.8	Sterling T, Salmon J, Becker D J and Savarese D F 1999 How to Build a Beowulf: A Guide to the Implementation and Application of PC Clusters (Cambridge MA: MIT Press)	Fig 2.7	MIT Press	Y	Y
Fig 2.9	Own				
Fig 2.10	Own				

Figure 6.2. A sample permission clearance form.

It is advisable to request permission as early as possible. It can take several weeks for copyright owners to respond and this can delay production of your book, especially where permission is not granted and alternative images must be sourced or created.

Copies of permission letters/acknowledgements must be submitted at the same time as your manuscript. If this is not possible, please advise your editor upon submission which permission requests are outstanding, and when they are expected. Remember to retain copies of these letters for your own records.

Remember, if your book contains material where permission has not been granted, you could be liable for damages by the copyright owner.

6.9 Trademarks

When using a word and/or logo in which a third party claims to own trade mark rights, care must be taken to ensure that the status of the trade mark is acknowledged correctly in the text of the book. If the trade mark owner uses an "®" symbol next to the trade mark then this means that it has formally registered that name on a trade marks register. If it uses the symbol "TM" then this means that either the trade mark is formally registered or that it is not registered but the owner considers that it has acquired rights in the name through use.

The appropriate acknowledgment to be used with a trade mark will depend on the requirements of the trade mark owner. These can usually be obtained from the permissions pages of their web-sites. At the first mention of the trade marked name, use the relevant symbol after the name and include the appropriate attribution in parenthesis or as a footnote., eg:

> Applications based on the MATLAB® (registered trade mark of The MathWorks, Inc) technical computing environment ...

You do not have to add the trade mark symbol to subsequent mentions. Alternatively, especially in books containing many trade marked names, include a listing with wording which states that the

relevant trade mark is "... a [registered] trade mark owned by [name]" in the Acknowledgements section of your book.

6.10 Checklist

- Check with your editor if you have any doubts about whether permission is needed.
- Make a list of all items for which permission is needed. Many authors find this easier to do on a spreadsheet. Include the figure number, copyright source, date permission requested, date chased, date granted and any specific wording required.
- In writing your permission requests, code them with a reference number that relates to the images' figure number in your book. This will facilitate cross checking you have all permission later on.
- Send two copies of permission letters to the copyright owner, and keep one for your files.
- Four weeks after sending letters, chase up any copyright owners that have not replied.
- Tick off the permissions on your list as they are granted.
- When permissions are returned, insert the correct credit in the manuscript, ensuring that any specific wording required is followed and include the details in the Permission Clearance Form.
- Make a copy of the permission letter, keep one in your files and the other in the file of material to be submitted with your manuscript.

6.11 Reusing material from your book

Where copyright in your book is held by IOP you may use figures and portions of the text of the book in articles submitted to learned or professional journals, in papers presented at conference proceedings and for your professional purposes generally, provided that you makes appropriate acknowledgement of the book and IOPs status as publisher and copyright owner.

6.11.1 Posting content on the internet

Authored books

In addition to a cover, blurb and the table of contents, the author(s) may host a preface, foreword, introduction plus one additional chapter on their website or to a repository such as arXiv or institutional repository; in the case of multiauthored books the same chapter to be used in all instances. Full acknowledgement and links to the books home page to be given in all cases.

Edited books

Editors and contributors may host the cover, blurb, table of contents and the preface, foreword and introduction on their website or to a depository such as arXiv or institutional repository. Full acknowledgement and links to the books home page to be given in all cases. Contributors are not permitted to host their individual contribution on their website, arXiv or other repository.

Further reading

Aufderhide P 2011 *Reclaiming Fair Use: How to Put Balance Back in Copyright* (Chicago: Chicago University Press)

Bielstein S M 2006 *Permissions, a Survival Guide: Blunt Talk About Art as Intellectual Property* (Chicago: Chicago University Press)

Cavendish J M 1984 *Handbook of Copyright in British Publishing Practice* (London: Cassell)

The Chicago Manual of Style: The Essential Guide for Writers, Editors and Publishers 15th edition 2010 (Chicago: University of Chicago Press), Chapter 4

Jassin L J H and Schechter S C 1998 *The Copyright Permission and Libel Handbook* (New York: Wiley)

Peterson E 2012 *Copyright and Permissions: What Every Writer and Editor Should Know* (New York: Editorial Freelancers Association)

Stim R 2010 *Getting Permission: How to License & Clear Copyrighted Materials Online & Off* (Berkeley: Nolo Press)

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Chapter 7

Proofs and proof correction

7.1 General guidelines

When you receive your proofs they will usually be in the form of page proofs, i.e. made up into pages incorporating the illustrations. **Corrections should be limited to typesetter's errors and any serious factual errors. Heavily marked proofs may delay publication as they are time-consuming to correct, they will also increase the publication costs of your book.** It is essential that you inform the Production Editor in advance if you expect to be unavailable to read proofs for any reason.

The Production Editor will provide a deadline for returning your proofs. **It is essential you return the proofs in accordance with the schedule so that publication is not delayed.**

It is important to note that page proofs should not be taken to represent the final quality of the book (this is especially so for photographs which may appear very patchy on the proofs). However, page proofs will give you an excellent idea of the final appearance and layout of the book in general.

It cannot be emphasized too strongly that you should check your proofs very carefully and make only essential alterations. Proof corrections are very expensive and corrections should be limited, if possible, to rectification of typesetter's or sub-editor's errors. Excessive proof corrections will only be carried out at the discretion of the Production Editor, and can substantially delay publication, so think twice before asking for an alteration. (We reserve the right to charge authors for corrections resulting in correction charges above 10% of the typesetting cost—you should consult the relevant clause in your contract for details.)

Further reading

British Standards *BS 5261-2:2005 Marks for Copy preparation and Proof Correction* (London: British Standards Institute)

Butcher J, Drake C and Leach M 2006 *Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders* (Cambridge: Cambridge University Press)

Carey G C 1971 *Mind the Stop: A Brief Guide to Punctuation with a Note on Proof-correction* (Cambridge: Cambridge University Press)

The Chicago Manual of Style: The Essential Guide for Writers, Editors and Publishers 15th edition 2010 (Chicago: University of Chicago Press). A useful guide covering many aspects of presenting the written word.

Hart H 1983 *Hart's Rules for Compositors and Readers at the University Press Oxford* 39th edn (Oxford: Oxford University Press) This is a useful guide to many miscellaneous points, but you should note that it is written in 'Oxford' style.

Ritter R M 2005 *New Hart's Rules: The Handbook of Style for Writers and Editors* (Oxford: Oxford University Press)

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Chapter 8

Submission Checklist

Text

- ☐ Have you included all contact information for yourself and any contributors? Note that contact information includes street address, email address, telephone number and current affiliation.
- ☐ Have you included all necessary front matter material, including
  - ☐ Title page, with full title, subtitle and author names and affiliations as you whish them to appear on the book
  - ☐ Preface (if included)
  - ☐ Table of contents, full
  - ☐ Author or editor biographies, including photographs
  - ☐ List of contributors (if an edited collecton)
  - ☐ Dedication (if included)
  - ☐ Acknowledgements (if included)
  - ☐ Other eg foreword etc. (if included)
- ☐ Have you supplied an abstract for each chapter?
- ☐ Have you provided one source file per chapter that includes all text, tables, references and figure captions? Suitable file formats include MS Word or LaTeX.
- ☐ Are the references included at the chapter level, and not as one list at the end of the book?
- ☐ Are the chapter files named correctly and consistently, for example ch01.docx?
- ☐ Have you included PDF version of the manuscript (both text and art), ideally with all fonts included?
- ☐ Is there a reference call within the text for every figure and table?
- ☐ Is there a figure number and caption for every figure?
- ☐ Is there a number and caption for every table?

Artwork

- ☐ Is each and every figure in the chapter saved as its own separate file?
- ☐ Have you saved and named these figure files according to figure number?
- ☐ Are the illustrations saved at the correct resolution and size?
- ☐ Are the figures saved in the correct format? (We prefer EPS, PDF, WMF, TIFF, GIF, JPEG or BMP).
- ☐ Are any video clips or animated figures saved in an acceptable file format? (We prefer MPEG, QuickTime, Windows AVI or Animated GIF).
- ☐ Are any video clips or animated figures saved at at a suitable resolution and size?
- ☐ Have you included a representative frame from your movie or animation that included in the manuscript as a figure?

Permissions

- ☐ Have you completed a Permissions Clearance Form for each chapter, and included it with the manuscript?
- ☐ Have you sought and been granted the appropriate permission to use any material owned by a third party?
- ☐ Have you included copies of these permissions?
- ☐ Have you appropriately cited any material that is not original?

Misc

- ☐ Have you returned your Marketing Author Questionnaire? If not please return this ASAP.
- ☐ Have you created, or will you be creating a video abstract for your book? See section A.5.

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Appendix A

Preparing graphics and artwork

A.1 General information

A.1.1 Preferred graphic file formats and resolutions

See section 5.6 for details on resolution and formats.

A.1.2 Supplying graphics with Microsoft Word files

The preparation of graphics for chapters written using Microsoft Word depends on whether your graphics/drawing application provides suitable file export facilities.

Applications with suitable 'export' or 'save as' facilities

Please do the following.

- Save each figure as a graphics file and *embed* each one into your Word document. See section A.4 for instructions on how to do this.
- In addition to your Word document with the figures embedded, please supply copies of all the separate graphics files. We ask for separate figure files in case we have problems with the embedded graphics during production.

Applications without 'export' or 'save as' facilities

Where it is not possible to create a separate file for a particular graphic (the drawing/graphics application does not provide suitable 'export' options; e.g., Microsoft Excel) copy/paste the graphic into your Word document. Note that you may need to use the **Edit** → **Paste Special** option to correctly paste the graphic into your Word document.

Section A.3 discusses preparation of graphics using Microsoft Excel.

A.1.3 Supplying graphics with LaTeX

For articles prepared in LaTeX please supply all graphics in EPS format. In addition, please include your graphics files in the LaTeX code using one of the standard LaTeX figure-inclusion commands (e.g., `\includegraphics`) available via packages such as graphics or graphicx. Simple figures can be generated with the LaTeX picture environment but this is not recommended, generating individual EPS files is *much* preferred.

- Section A.2 contains more detailed guidelines on EPS files.

- Note: Keith Reckdahl has written an excellent overview of using EPS files with LaTeX (with numerous examples). Go to http://www.ctan.org and search for the file 'epslatex.pdf'.

A.1.4 Supplying application files

By 'application files' we mean files saved in the binary format of the application used to create a graphic; for example, file formats such as Origin's '.opj', CorelDraw's '.cdr', Excel's '.xls' or PowerPoint's '.ppt'. Please do not supply your graphics as application files *only*, please use the 'save as' or 'export' of your software to create the graphic in one or more of the file formats listed in section 5.6. However, there are some applications, notably Microsoft Excel, that allow creation of graphics but don't offer a wide range of file export options. LaTeX users are referred to section A.2 which discusses preparation of graphics using Microsoft Excel.

A.1.5 Scaling of line widths and text

You should note that during the production and typesetting processes your figures may need to be reduced or increased in size to fit the page design. Scaling of graphics will, of course, affect any line widths and the size of text present in the figures. In some cases lines may become extremely fine and text difficult to read. To achieve the best results you are advised to prepare your figures at approximately the size they will be reproduced in the book.

A.1.6 Lettering on figures

Aim to keep the lettering on figures to a minimum and include as much detail as possible in the figure caption. The fonts available for figures may not match precisely those used for the text but please use standard fonts (Times, Helvetica, Symbol, Courier) where possible and make the lettering match the text as closely as possible. Use of fonts from the Computer Modern family is also acceptable.

Do not title a figure, the description of it goes in the figure caption. Similarly do not place boxes or borders around figures if they are not part of the illustration. These would need to be removed prior to publication as they take up unnecessary space and are distracting.

A.1.7 Multiple-part figures

See section 5.10.

A.1.8 Some notes on raster ('bitmap') graphics

Black and white line art

- Line art consists entirely of lines that are 100% black on a white background.
- Use a resolution of 600 dpi when you scan or export the image.
- To minimize the file size make sure that you scan or export the file using two colours only – from within your software this may be referred to as 'line art' or 'bitmap' mode.

Greyscale images

- Greyscale images (for instance, black and white photos) contain a range of greys covering the spectrum from white to black.
- Use a resolution of between 150 and 300 dpi when you scan or export the image. Higher resolutions will increase the file size, often with little or no gain in final output quality.
- Keep tints (shades of grey) within the boundaries of 10% to 90% and use them as little as possible. If the tints are 10% to 30%, any labels and lines that are used over them should be

in black. If the tints are 40% to 90%, any labels and lines that are used over them should be in white.

Colour figures

- Use a resolution of between 150 and 300 dpi when you scan or export the image. Higher resolutions will increase the file size, often with little or no gain in final output quality.
- The more colours used in a bitmap file the greater the file size so try to minimize the number of colours – a maximum of 256 colours should be sufficient.
- Colour figures should be saved in CMYK not RGB colour space.

A.1.9 Graphics file sizes

We often receive individual graphics files (usually TIFF, or EPS containing a bitmap) in excess of 50 MB in size. Such huge files, even when compressed, can present electronic transmission problems for authors. Generally, such large files can be avoided by appropriate choice of image resolution and number of colours present in the bitmap. See the preceding section for guidelines on resolution and colour.

A.1.10 Video clips and animation

Acceptable formats for video or animation clips are MPEG, QuickTime, Windows AVI or Animated GIF.

Please aim to minimize file sizes and data rates, by considering the following points:

- 480×360 pixels is the recommended maximum frame size.
- A recommended frame rate is 12–15 frames per second (fps). (Many packages output 30 fps as standard, but you can specify a lower frame rate.)
- Use a 256 colour palette if that is suitable for the presentation of the material.

Please consider the use of lower specifications for all these points if the material can still be represented clearly. Our recommended maximum file size is 3MB. Our recommended maximum data rate is 150 KB/s.

The various formats have different characteristics that you should consider when choosing the format for your material:

MPEG

- Suitable for photo-realistic material.
- Requires users to have a third party viewer.
- We recommend MPEG 1.
- The MPEG standard is specified in terms of millions of colours and at least 24 fps, so you cannot choose lower specifications for these settings.

QuickTime and Windows AVI

- Suitable for computer-generated material.
- Requires users to have a third party viewer.
- We recommend the Cinepak codec for compression. This provides good compression and, importantly, it is widely supported.
- You can often consider the use of a 256 colour palette for computer-generated material.
- As a general rule, we recommend using Quality 75%.

Animated GIF

- Suitable for computer-generated material.
- Animations may be rendered directly without the need for a third party viewer.
- Please use only standard GIF functions as some browsers don't support the whole GIF 89 standard.
- Because GIF compression is not good, consider small frame sizes and low frame rates.

Since some readers may be reading the book in a print format, a representative frame from your movie or animation should be included in the manuscript as a figure. Include the file size and type of the supplementary data file in the figure caption.

A.1.11 Some notes on file formats

Encapsulated PostScript (EPS)

- Our *preferred* format – see section A.2 for more detail.

TIFF (Tagged Image File Format)

- To minimize file sizes, when you save or export the image use one of the common TIFF compression options (such as LZW, if available). If you are using Microsoft Word make sure it is able to import your TIFF files.

GIF (Graphics Interchange Format)

- GIF files are limited to 256 colours.
- Uses LZW ('loss-less') compression to reduce file size.

JPEG (Joint Photographic Experts Group)

- The JPEG compression method *discards image data* and is referred to as 'lossy' compression. When saving directly from an application it is better to choose a loss-less format such as TIFF.
- Although a 'higher quality' compression setting in your software results in less data being discarded, JPEG compression may degrade details in an image – particularly in images that contain type or vector art.
- Do not repeatedly resave a JPEG file because the loss of image data occurs each time you resave the image. Always save JPEG files from the original (non-JPEG) image, not from a previously saved JPEG.

BMP (Windows Bitmap)

- A simple file format with few compression options. Use TIFF instead.

A.1.12 Images from the Internet

Do not simply download images from the Internet to use in your book. Typically such images are too low resolution to reproduce well in a book; and most will be covered by copyright restrictions.

A.2 Preparing Encapsulated PostScript files (EPS)

Many applications such as Adobe® Illustrator, Freehand and Corel Draw allow figures produced with them to be saved directly as an EPS file. This should be done wherever possible.

A.2.1 Fonts in EPS files

Many Encapsulated PostScript (EPS) files contain text formatted using specific fonts and unless your EPS files use one of the standard PostScript fonts (such as Times, Symbol, Helvetica or Courier) your graphics may not be portable to other computers and thus may not reproduce correctly (characters or symbols may be missing, converted to `Courier` font or otherwise incorrectly formatted on output).

To avoid font problems please create all your graphics using one of the standard fonts (Times, Symbol, Helvetica or Courier). Naturally, this does depend on whether the software with which the graphics are prepared allows you to determine the fonts it uses. If you cannot change or select the fonts within the application used to produce your illustrations, please consider exporting the graphic in a bitmap format such as a 300 dpi TIFF (if the software provides this option) – if you are using LaTeX make sure to convert any bitmaps to EPS files (using utilities such as ImageMagick).

A.2.2 Font embedding in EPS files

If you have to use fonts other than Times, Symbol, Helvetica or Courier please try to embed the fonts within any EPS files that you supply with your typescript. Again, the ability to embed fonts in EPS files depends on the features provided by the application used to create the graphics.

A.2.3 Smaller EPS files ('Level 2' PostScript)

If you need to convert bitmaps to EPS you may want to consider creating EPS files that use so-called 'Level 2' PostScript because this has in-built data compression features which can *greatly* reduce the size of the resulting EPS file. Note that this can, depending on the software used, create EPS files containing binary data.

A.2.4 Techniques to *avoid* when preparing EPS files

One technique for preparing EPS files from applications that do not directly support EPS file export (under Windows and Macintosh operating systems) is to generate an EPS file using the system PostScript printer driver – a type of 'print to file'. However, although this method of preparing EPS file might work, it is generally *not* recommended because the resulting EPS file may not be use-able.

Printing to file and renaming

One very important point to note is that under certain operating systems simply printing a figure to a PostScript file and renaming that file to have an .eps extension is unlikely to produce a use-able EPS file. The PostScript file may contain commands that are not permitted in EPS files, so please *try and avoid* using this technique under Windows/Macintosh systems.

A.3 Preparing graphics using Microsoft Excel

Our preferred procedure for dealing with Excel-generated graphics depends on whether you are using Word or LaTeX to prepare your text.

A.3.1 Using Word

Simply copy and past the chart or graph into your Word document.

A.3.2 Using LaTeX

The goal is to create an EPS file and import that into your LaTeX source using `\includegraphics{}` or other graphics-inclusion command.

To create a use-able EPS file from Excel for use with LaTeX.

Here we'll use GhostScript (under Windows) to generate an EPS file but a similar procedure works just as well with Adobe Acrobat (full version, *not* Adobe Reader). Perform the following steps.

1. From Excel, print the chart or graphic to a PostScript file.

   Assuming you have access to a PostScript printer driver set up to 'print to file', print your Excel chart to a PostScript file from within Excel (**Note**: Microsoft Office applications often default to giving print files a '.prn' extension). Make sure that under the Page Setup options you set the printed chart size to 'Use full page'. This will reduce white space placed around the graphic.

2. Turn the PostScript file into PDF.

   Open the PostScript file using the GSView program that accompanies GhostScript. Generate a PDF file from the PostScript file by doing *File* → *Convert* and selecting the 'pdfwrite' device option and use a resolution of at least 600dpi.

   Click OK, and give the PDF file a name.

3. Export the PDF file to an EPS file.

   Using GSView open the PDF file produced in step 2, select *File* → *Convert* and choose the 'epswrite' device option with a resolution of 300dpi.

   Click OK, and give the EPS file a name.

A.4 Embedding graphics in a Microsoft Word document

To embed graphics into a Word document:

- Create a graphic in one of the formats Word is able to import (for example, TIFF, JPG, EPS etc).
- From the Insert menu, select Picture → From File
- When the 'Insert Picture' dialog box is displayed, click on the Insert button on the bottom right corner of the dialog box.

A.5 Video and video abstract guidelines

Video abstracts are an accompanying feature for IOP ebooks. Their aim, through video media, is to enable authors to go beyond the constraints of their written material to personally explain the importance of their work to the book's global audience. It is envisaged that video abstracts will enhance a user's understanding and appreciation of an article through the accessible presentation of the ethos and aims of the book. To maximize engagement and visibility, authors are encouraged to combine footage of themselves with other relevant material of interest—such as imagery, animations, footage of an experiment running or a lab tour.

Examples can be found in the collection of published video abstracts from our journals programme.

A.5.1 Editorial guidelines

In producing a video abstract, authors are asked to adhere to the following basic guidelines.

1. A video abstract should not last longer than four minutes.
2. A video abstract should introduce the topic of the book and highlight the main features a key points readers will get form reading your work.
3. The presentation should be understandable and accessible to users outside of the immediate field of the book.
4. Inclusion of additional relevant material such as images, animations and lab footage is strongly encouraged.
5. A video abstract must include a soundtrack providing a clear verbal narration of the visual content.
6. Presentations should not include small text that will be difficult to read.
7. To meet accessibility requirements, authors are encouraged to accompany their video abstract with a transcript (as a .txt file).
8. Terms and conditions regarding the use and distribution of video abstracts will apply in line with IOP's copyright statement.

Authors should be aware that use of material from previously published work requires appropriate permission from the publisher. If you are planning to use images or a soundtrack that are not your own work, you should ensure that this does not violate any copyright agreements. We will require evidence that permission has been obtained or is not required.

All video abstracts will be assessed for editorial suitability and quality. Video abstracts that do not meet the above criteria will not be published.

A.5.2 Submission guidelines

Authors should aim to submit their video abstracts at the same time as submitting their manuscript or at the latest when returning proof corrections.

A.5.3 Technical specifications

Animation files must meet minimum standards of quality for both video and audio components. In creating a video, authors are asked to meet the following specifications.

- Frame rate: 25–30 frames per second
- Aspect ratio: 16:9 or 4:3, square pixels, deinterlaced
- Frame size: (minimum) 320×240 pixels
- Format: .mov, .mpg, or .mp4
- Video codec: H.264, mp2, mp4
- Video encoding: 2 pass H.264 preferred
- Keyframe: at least every six seconds
- Video bitrate: 480–2672 kbps
- Audio bitrate: 16-bit AAC audio at a sampling frequency of 44.1kHz
- Bitrate of 192 kbps
- Maximum file size: 100 MB

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Appendix B

Journal references

B.1 Commonly occurring journal references

The following updated and greatly expanded table lists some journals and their abbreviations for use in our reference lists. The column on the right is in alphabetical order (ignoring spaces etc). There are a few small changes (e.g. 'Revue' becomes 'Rev.', 'NBS' is given in full). Other changes include: en rules changed to em rules in the old 'Soviet Physics' journals and changes to the *Ann. Phys.* references.

Abhandlungen der Deutschen Akademie der Wissenschaften zu Berlin, Klasse fur Mathematik, Physik und Technik	*Abh. Deutsch. Akad. Wiss. Berl. Kl. Math. Phys. Tech.*
Ablex Series in Artificial Intelligence	*Ablex Ser. Artif. Intell.*
Accounting, Management and Information Technology	*Account. Manag. Inform. Technol.*
Acoustics Bulletin	*Acoust. Bull.*
Acoustical Imaging and Holography	*Acoust. Imag. Hologr.*
Acta Academiae Aboensis	*Acta Acad. Abo.*
Acta Acustica	*Acta Acust.*
Acta Astronomica	*Acta Astron.*
Acta Astronautica	*Acta Astronaut.*
Acta Astronomica Sinica	*Acta Astron. Sin.*
Acta Astrophysica	*Acta Astrophys.*
Acta Ciencia Indica, Physics	*Acta Cienc. Indica Phys.*
Acta Cosmologica	*Acta Cosmol.*
Acta Crystallographica (parts A and B)	*Acta Crystallogr.* A, B
Acta Cybernetica	*Acta Cybern.*
Acta Geophysica Polonica	*Acta Geophys. Pol.*
Acta Metallurgica	*Acta Metall.*
Acta Numerica	*Acta Numer.*
Acta Physica Hungarica	*Acta Phys. Hung.*
Acta Physica Polonica (parts A and B)	*Acta Phys. Pol.* A, B
Advances in Applied Probability	*Adv. Appl. Probab.*
Advances in Atomic and Molecular Physics	*Adv. At. Mol. Phys.*
Advances in Colloid and Interface Science	*Adv. Colloid Interface Sci.*
Advanced Materials	*Adv. Mater.*
Advanced Manufacturing Engineering	*Adv. Manuf. Eng.*
Advances in Physics	*Adv. Phys.*
Advances in Theoretical Physics	*Adv. Theor. Phys.*
AIAA Journal	*AIAA J.*
AIChE Journal	*AIChE J.*
American Institute of Physics Conference Proceedings	*AIP Conf. Proc.*
American Journal of Physics	*Am. J. Phys.*
American Journal of Roentgenology (AJR)	*Am. J. Roentgenol.*
American Mineralogist	*Am. Mineral.*
American Scientist	*Am. Sci.*
Anales de Fisica	*An. Fis.*
Analytical Chemistry	*Anal. Chem.*

Angewandte Chemie (International Edition in English)	*Angew. Chem. Int. Edn Engl.*
Annals of Physics	*Ann. Phys.*
Annales de Physique	*Ann. Phys. Fr.*
Annalen der Physik	*Ann. Phys., Lpz.*
Annual Review of Astronomy and Astrophysics	*Annu. Rev. Astron. Astrophys.*
Annual Review of Nuclear and Particle Science	*Annu. Rev. Nucl. Part. Sci.*
Applied Optics	*Appl. Opt.*
Applied Physics Letters	*Appl. Phys. Lett.*
Applied Spectroscopy	*Appl. Spectrosc.*
Applied Surface Science	*Appl. Surf. Sci.*
Archives for Rational and Mechanical Analysis	*Arch. Ration. Mech. Anal.*
Arkiv für Fysik	*Ark. Fys.*
Astronomy and Astrophysics	*Astron. Astrophys.*
Astronomical Journal	*Astron. J.*
Astroparticle Physics	*Astropart. Phys.*
Astrophysical Journal	*Astrophys. J.*
Astrophysical Letters	*Astrophys. Lett.*
Atomic Data and Nuclear Data Tables	*At. Data Nucl. Data Tables*
Atmospheric Environment	*Atmos. Environ.*
Atomnaya Energiya	*At. Energ.*
Australian Journal of Physics	*Aust. J. Phys.*
Bell Laboratories Record	*Bell Lab. Rec.*
Bell System Technical Journal	*Bell Syst. Tech. J.*
Berichte der Bunsengesellschaft für Physikalische Chemie	*Ber. Bunsenges. Phys. Chem.*
Berichte der Deutschen Keramischen Gesellschaft	*Ber. Deutsch. Keram. Ges.*
Bioimaging	*Bioimaging*
Biomedical Engineering	*Biomed. Eng.*
British Corrosion Journal	*Br. Corros. J.*
British Journal of Applied Physics	*Br. J. Appl. Phys.*
British Journal of Clinical Equipment	*Br. J. Clin. Equip.*
British Journal of Non-Destructive Testing	*Br. J. Non-Destr. Test.*
British Journal of Radiology (BJR)	*Br. J. Radiol.*
British Polymer Journal	*Br. Polym. J.*
British Welding Journal	*Br. Weld. J.*
Bulletin de l'Academie Polonaise des Sciences, Série des Sciences Mathematiques, Astronomiques et Physiques	*Bull. Acad. Pol. Sci. Sér. Sci. Math. Astron. Phys.*
Bulletin of the Academy of Sciences of the USSR, Physical Series	*Bull. Acad. Sci. USSR Phys. Ser.*
Bulletin of the American Meteorological Society	*Bull. Am. Meteorol. Soc.*
Bulletin de la Societé Française de Minéralogie et de Cristallographie	*Bull. Soc. Fr. Minéral. Cristallogr.*
Canadian Journal of Chemistry	*Can. J. Chem.*
Canadian Journal of Physics	*Can. J. Phys.*
Chaos, Solitons and Fractals	*Chaos Solitons Fractals*
Chemical Engineering Monographs	*Chem. Eng. Monogr.*
Chemistry - A European Journal	*Chem.—Eur. J.*
Chemistry of Materials	*Chem. Mater.*
Chemical Physics	*Chem. Phys.*
Chemical and Process Engineering	*Chem. Process Eng.*
Chinese Journal of Physics	*Chin. J. Phys.*
Chinese Journal of Systems Engineering and Electronics	*Chin. J. Syst. Eng. Electron.*
Circuits Manufacturing	*Circuits Manuf.*
Classical and Quantum Gravity	*Class. Quantum Grav.*
Collective Phenomena	*Collect. Phenom.*
Colloids and Surfaces	*Colloids Surf.*
Combustion Theory and Modelling	*Combust. Theory Modelling*
Comments on Solid State Physics	*Comment. Solid State Phys.*
Communications in Mathematical Physics	*Commun. Math. Phys.*
Communications in Numerical Methods in Engineering	*Commun. Numer. Methods Eng.*
Composite Structures	*Compos. Struct.*
Compound Semiconductor	*Compound Semicond.*
Computer Age	*Comput. Age*
Computer Graphics and Image Processing	*Comput. Graph. Image Process.*
Computer Journal	*Comput. J.*
Contemporary Physics	*Contemp. Phys.*

Contemporary Topics in Information Transfer	*Contemp. Top. Inform. Transfer*
Corrosion Science and Protection Technique	*Corros. Sci. Prot. Tech.*
Corrosion Science and Protection Technology	*Corros. Sci. Prot. Technol.*
Cosmic Research	*Cosm. Res.*
Comptes Rendus de l'Academie des Sciences	*C. R. Acad. Sci.*
Comptes Rendus Hebdomadaires des Seances de l'Academie des Sciences	*C. R. Hebd. Seances Acad. Sci.*
CRC Critical Reviews in Solid State and Materials Sciences	*CRC Crit. Rev. Solid State Mater. Sci.*
Critical Reviews in Solid State Sciences	*Crit. Rev. Solid State Sci.*
Crystal Lattice Defects and Amorphous Materials	*Cryst. Latt. Defects Amorph. Mater.*
Crystal Structure Communications	*Cryst. Struct. Commun.*
Current Opinions in Solid State and Materials Science	*Curr. Opin. Solid State Mater. Sci.*
Current Science	*Curr. Sci.*
Current Topics in Materials Science	*Curr. Top. Mater. Sci.*
Czechoslovakian Journal of Physics	*Czech. J. Phys.*
Database Technology	*Database Technol.*
Defects in Crystalline Solids	*Defects Cryst. Solids*
Denki Kagaku	*Denki Kagaku*
Developments in Atmospheric Science	*Dev. Atmos. Sci.*
Developments in Sedimentology	*Dev. Sedimentol.*
Diamond and Related Materials	*Diamond Relat. Mater.*
Differential Geometry and its Applications	*Differ. Geom. Appl.*
Diffusion and Defect Data	*Diffus. Defect Data*
Digest of Japanese Industry and Technology	*Dig. Japan. Indust. Technol.*
Digital Signal Processing	*Digit. Signal Process.*
Direct Current and Power Electronics	*Direct Curr. Power Electron.*
Discussions of the Faraday Society	*Discuss. Faraday Soc.*
Displays, Technology and Applications	*Disp. Technol. Appl.*
Distributed Computing	*Distrib. Comput.*
Distributed Systems Engineering	*Distrib. Sys. Eng.*
Doklady Akademii Nauk SSSR	*Dokl. Akad. Nauk SSSR*
Dynamics and Stability of Systems	*Dyn. Stab. Syst.*
Earth and Planetary Science Letters	*Earth Planet. Sci. Lett.*
Econometrica	*Econometrica*
Egyptian Journal of Physics	*Egypt. J. Phys.*
Electrical Equipment	*Electr. Equip.*
Electrical Machines and Power Systems	*Electr. Mach. Power Syst.*
Electronics Letters	*Electron. Lett.*
Electronic Production Methods and Equipment	*Electron. Prod. Methods Equip.*
Endeavour, New Series	*Endeav. New Ser.*
Energy Systems and Policy	*Energy Syst. Policy*
Engineers' Digest	*Eng. Dig.*
Environmental Engineering	*Environ. Eng.*
Environmental Software	*Environ. Softw.*
European Journal of Mineralogy	*Eur. J. Mineral.*
European Journal of Physics	*Eur. J. Phys.*
Europhysics Letters	*Europhys. Lett.*
European Polymer Journal	*Eur. Polym. J.*
European Transactions on Telecommunications	*Eur. Trans. Telecommun.*
Evolutionary Computation	*Evol. Comput.*
Expert Systems with Applications	*Expert Syst. Appl.*
Experimental Heat Transfer	*Exp. Heat Transfer*
Faraday Discussions	*Faraday Discuss.*
Faraday Discussions of the Chemical Society	*Faraday Discuss. Chem. Soc.*
Faraday Symposia of the Chemical Society	*Faraday Symp. Chem. Soc.*
Fatigue of Engineering Materials and Structures	*Fatigue Eng. Mater. Struct.*
Few-Body Systems	*Few-Body Syst.*
Finance and Stochastics	*Finance Stochastics*
Financial Analysts Journal	*Financial Anal. J.*
Financial Management	*Financial Manag.*
Finite Elements in Analysis and Design	*Finite Elem. Anal. Des.*
Fizika Metallov i Metallovedenie	*Fiz. Met. Metalloved.*
Fizika Plasmy	*Fiz. Plasmy*
Fizika i Tekhnika Poluprovodnikov	*Fiz. Tekh. Poluprov.*
Fizika Tverdogo Tela	*Fiz. Tverd. Tela*

Flow, Turbulence and Combustion	*Flow Turbul. Combust.*
Fluid Dynamics	*Fluid Dyn.*
Fluid Phase Equilibria	*Fluid Phase Equilib.*
Fluidics Quarterly	*Fluid. Q.*
Fortschritte der Physik	*Fortschr. Phys.*
Foundations of Computing and Decision Sciences	*Found. Comput. Decis. Sci.*
Frontiers in Physics	*Front. Phys.*
Fullerene Science and Technology	*Fullerene Sci. Technol.*
Functional Photography	*Funct. Photogr.*
Fundamental Studies in Computer Science	*Fundam. Stud. Comput. Sci.*
Fundamentals of Test Measurement	*Fundam. Test Meas.*
Giornale de Fisica	*G. Fis.*
Gazeta di Matematica	*Gaz. Mat.*
General Relativity and Gravitation	*Gen. Rel. Grav.*
Geochimica et Cosmochimica Acta	*Geochim. Cosmochim. Acta*
Geofizicheskii Zhurnal	*Geofiz. Zh.*
Government Data Systems	*Gov. Data Syst.*
Gravitation and Cosmology	*Grav. Cosmol.*
Handbook of Composites	*Handb. Compos.*
Health Physics	*Health Phys.*
Heat Treatment of Metals	*Heat Treat. Met.*
Helvetica Physica Acta	*Helv. Phys. Acta*
High Performance Polymers	*High Perform. Polym.*
High Temperatures - High Pressures	*High Temp.—High Pressures*
History and Computing	*Hist. Comput.*
Hydraulics Pneumatics	*Hydraul. Pneum.*
Hyperfine Interactions	*Hyperfine Interact.*
IBM Journal of Research and Development	*IBM J. Res. Dev.*
IEEE Journal of Quantum Electronics	*IEEE J. Quantum Electron.*
IEEE Photonics Technology Letters	*IEEE Photon. Technol. Lett.*
IEEE Transactions on Antennas and Propagation	*IEEE Trans. Antennas Propag.*
IEEE Transactions on Electrical Insulation	*IEEE Trans. Electr. Insul.*
IEEE Transactions on Electron Devices	*IEEE Trans. Electron Devices*
IEEE Transactions on Industrial Electronics	*IEEE Trans. Indust. Electron.*
IEEE Transactions on Instrumentation and Measurement	*IEEE Trans. Instrum. Meas.*
IEEE Transactions on Magnetics	*IEEE Trans. Magn.*
IEEE Transactions on Manufacturing Technology	*IEEE Trans. Manuf. Technol.*
IEEE Transactions on Medical Imaging	*IEEE Trans. Med. Imaging*
IEEE Transactions on Neural Networks	*IEEE Trans. Neural Netw.*
IEEE Transactions on Nuclear Science	*IEEE Trans. Nucl. Sci.*
IEEE Transactions on Power Apparatus and Systems	*IEEE Trans. Power Appar. Syst.*
IEEE Transactions on Software Engineering	*IEEE Trans. Softw. Eng.*
IEEE Transactions on Sonics and Ultrasonics	*IEEE Trans. Son. Ultrason.*
IEE Journal on Computers and Digital Techniques	*IEE J. Comput. Digital Tech.*
IEE Proceedings	*IEE Proc.*
IEICE Transactions	*IEICE Trans.*
IMA Journal of Numerical Analysis	*IMA J. Numer. Anal.*
Indian Journal of Physics	*Indian J. Phys.*
Indian Journal of Pure and Applied Physics	*Indian J. Pure Appl. Phys.*
Indian Journal of Technology	*Indian J. Technol.*
Indian Journal of Theoretical Physics	*Indian J. Theor. Phys.*
Industrial and Engineering Chemistry, Process Design and Development	*Indust. Eng. Chem. Process Des. Dev.*
Information Management	*Inform. Manag.*
Inorganic Materials	*Inorg. Mater.*
Instrumentation in the Mining and Metallurgy Industries	*Instrum. Min. Metall. Indust.*
Insulation/Circuits	*Insul./Circuits*
Intelligent Systems Engineering	*Intell. Syst. Eng.*
Interface Science	*Interface Sci.*
International Journal for Artificial Intelligence in Engineering	*Int. J. Artif. Intell. Eng.*
International Journal of Electronics	*Int. J. Electron.*
International Journal of Heat and Fluid Flow	*Int. J. Heat Fluid Flow*
International Journal of Magnetism	*Int. J. Magn.*
International Journal of Mass Spectrometry and Ion Processes	*Int. J. Mass Spectrom. Ion Process.*
International Journal of Microcircuits	

and Electronic Packaging	*Int. J. Microcircuits Electron. Packag.*
International Journal of Modern Physics	*Int. J. Mod. Phys.*
International Journal of Nondestructive Testing	*Int. J. Nondestr. Test.*
International Journal for Numerical Methods in Engineering	*Int. J. Numer. Methods Eng.*
International Journal of Powder Metallurgy	*Int. J. Powder Metall.*
International Journal of Quantum Chemistry	*Int. J. Quantum Chem.*
International Journal of Radiation and Oncology in Biology and Physics	*Int. J. Radiat. Oncol. Biol. Phys.*
International Journal of Rapid Solidification	*Int. J. Rapid Solidif.*
International Journal of Thermophysics	*Int. J. Thermophys.*
Inverse Problems	*Inverse Problems*
Iron and Steel Engineer	*Iron Steel Eng.*
Izvestiya Akademii Nauk SSSR	*Izv. Akad. Nauk SSSR*
Izvestiya Vysshikh Uchebnykh Zavednii, Fizika	*Izv. Vyssh. Uchebn. Zaved. Fiz.*
Izvestiya Vysshikh Uchebnykh Zavednii, Matematika	*Izv. Vyssh. Uchebn. Zaved. Mat.*
Izvestiya Vysshikh Uchebnykh Zavednii, Radiotekhnika	*Izv. Vyssh. Uchebn. Zaved. Radiotekh.*
Journal of Acoustic Emission	*J. Acoust. Emiss.*
Journal of the Acoustical Society of America	*J. Acoust. Soc. Am.*
Journal of Aerosol Science	*J. Aerosol Sci.*
Journal of Alloys and Compounds	*J. Alloys Compounds*
Journal of the American Ceramic Society	*J. Am. Ceram. Soc.*
Journal of the American Chemical Society	*J. Am. Chem. Soc.*
Japanese Journal of Applied Physics	*Japan. J. Appl. Phys.*
Journal of Applied Crystallography	*J. Appl. Crystallogr.*
Journal of Applied Mechanics and Technical Physics	*J. Appl. Mech. Tech. Phys.*
Journal of Applied Physics	*J. Appl. Phys.*
Journal of Applied Polymer Science	*J. Appl. Polym. Sci.*
Journal of Applied Probability	*J. Appl. Probab.*
Journal of the Association for Computing Machinery	*J. Assoc. Comput. Mach.*
Journal of Atmospheric and Terrestrial Physics	*J. Atmos. Terr. Phys.*
Journal of Biomedical Engineering	*J. Biomed. Eng.*
Journal of the British Astronomical Association	*J. Br. Astron. Assoc.*
Journal of the British Interplanetary Society	*J. Br. Interplanet. Soc.*
Journal of Catalysis	*J. Catal.*
Journal of the Ceramic Society of Japan	*J. Ceram. Soc. Japan*
Journal of Chemical Physics	*J. Chem. Phys.*
Journal of the Chemical Society Faraday Transactions (parts I and II)	*J. Chem. Soc. Faraday Trans.* I, II
Journal of Chemical Thermodynamics	*J. Chem. Thermodyn.*
Journal of Clinical Monitoring and Computing	*J. Clin. Monit. Comput.*
Journal of the College of Arts and Sciences, Chiba University	*J. College Arts Sci. Chiba Univ.*
Journal of Colloid and Interface Science	*J. Colloid Interface Sci.*
Journal of Combinatorial Design	*J. Comb. Des.*
Journal of Computational Chemistry	*J. Comput. Chem.*
Journal of Computer and Software Engineering	*J. Comput. Softw. Eng.*
Journal of Crystal Growth	*J. Cryst. Growth*
Journal of Differential Equations	*J. Diff. Eqns*
Journal of the Electrochemical Society	*J. Electrochem. Soc.*
Journal of Electron Microscopy	*J. Electron Microsc.*
Journal of Electron Spectroscopy and Related Phenomena	*J. Electron Spectrosc. Relat. Phenom.*
Journal of Empirical Finance	*J. Empirical Finance*
Journal of Engineering Physics	*J. Eng. Phys.*
JETP Letters	*JETP Lett.*
Journal of Faculty of Engineering, Chiba University	*J. Fac. Eng. Chiba Univ.*
Journal of Finance	*J. Finance*
Journal of Fluid Mechanics	*J. Fluid Mech.*
Journal of Functional Analysis	*J. Funct. Anal.*
Journal of Geology	*J. Geol.*
Journal of Geophysics	*J. Geophys.*
Journal of Hard Materials	*J. Hard Mater.*
Journal of High Energy Physics	*J. High Energy Phys.*
Journal of Infrared and Millimetre Waves	*J. Infrared Millim. Waves*
Journal of Inorganic and Nuclear Chemistry	*J. Inorg. Nucl. Chem.*
Journal of the Institute of Metals	*J. Inst. Met.*
Journal of Intelligent and Fuzzy Systems	*J. Intell. Fuzzy Syst.*
Journal of Iron and Steel Research	*J. Iron Steel Res.*
Journal of the Korean Physical Society	*J. Korean Phys. Soc.*

Journal of the Less-Common Metals	*J. Less-Common Met.*
Journal of Low Frequency Noise and Vibration	*J. Low Freq. Noise Vib.*
Journal of Low Temperature Physics	*J. Low Temp. Phys.*
Journal of Luminescence	*J. Lumin.*
Journal of Magnetism and Magnetic Materials	*J. Magn. Magn. Mater.*
Journal of Magnetic Resonance	*J. Magn. Reson.*
Journal of Materials Science	*J. Mater. Sci.*
Journal of Mathematical Physics	*J. Math. Phys.*
Journal of the Mechanics and Physics of Solids	*J. Mech. Phys. Solids*
Journal of Microcomputer Applications	*J. Microcomput. Appl.*
Journal of Micromechanics and Microengineering	*J. Micromech. Microeng.*
Journal of Microscopy	*J. Microsc.*
Journal of Molecular Structure	*J. Mol. Struct.*
Journal of the Moscow Physical Society	*J. Moscow Phys. Soc.*
Journal of Navigation	*J. Navig.*
Journal of Neurophysics	*J. Neurophys.*
Journal of Neuroscience	*J. Neurosci.*
Journal of Network and Computer Applications	*J. Netw. Comput. Appl.*
Journal of Non-Crystalline Solids	*J. Non-Cryst. Solids*
Journal of Nonlinear Optical Physics and Materials	*J. Nonlinear Opt. Phys. Mater.*
Journal of Nuclear Medicine	*J. Nucl. Med.*
Journal of Optics	*J. Opt.*
Journal of Optics A: Pure and Applied Optics	*J. Opt. A: Pure Appl. Opt.*
Journal of Optics B: Quantum and Semiclassical Optics	*J. Opt. B: Quantum Semiclass. Opt.*
Journal of the Optical Society of America	*J. Opt. Soc. Am.*
Journal of Organic Chemistry	*J. Org. Chem.*
Journal of Petrology	*J. Petrol.*
Journal of Phase Equilibria	*J. Phase Equilib.*
Journal of Physics A: Mathematical and General	*J. Phys. A: Math. Gen.*
Journal of Physics B: Atomic, Molecular and Optical Physics	*J. Phys. B: At. Mol. Opt. Phys.*
Journal of Physical Chemistry	*J. Phys. Chem.*
Journal of Physical and Chemical Reference Data	*J. Phys. Chem. Ref. Data*
Journal of the Physics and Chemistry of Solids	*J. Phys. Chem. Solids*
Journal of Physics: Condensed Matter	*J. Phys.: Condens. Matter*
Journal of Physics D: Applied Physics	*J. Phys. D: Appl. Phys.*
Journal of Physics G: Nuclear and Particle Physics	*J. Phys. G: Nucl. Part. Phys.*
Journal de Physique	*J. Physique*
Journal de Physique Colloques	*J. Physique Coll.*
Journal de Physique Lettres	*J. Physique Lett.*
Journal of the Physical Society of Japan	*J. Phys. Soc. Japan*
Journal of Political Economy	*J. Political Economy*
Journal of Polymer Science	*J. Polym. Sci.*
Journal of Polymer Science, Macromolecular Review	*J. Polym. Sci. Macromol. Rev.*
Journal of Polymer Science, Polymer Physics Edition	*J. Polym. Sci. Polym. Phys. Edn*
Journal of Quality Technology	*J. Qual. Technol.*
Journal of Quantitative Spectroscopy and Radiative Transfer	*J. Quant. Spectrosc. Radiat. Transfer*
Journal of Radiation Research	*J. Radiat. Res.*
Journal of Radiological Protection	*J. Radiol. Prot.*
Journal of Research of the National Bureau of Standards (parts A and B)	*J. Res. Natl Bur. Stand.* A, B
Journal of Research of the National Institute of Standards and Technology	*J. Res. Natl Inst. Stand. Technol.*
Journal of Rheology	*J. Rheol.*
Journal of Seismology	*J. Seismol.*
JSME International Journal	*JSME Int. J.*
Journal of Solar Energy Research	*J. Sol. Energy Res.*
Journal of Sol-Gel Science and Technology	*J. Sol–Gel Sci. Technol.*
Journal of Solid State Chemistry	*J. Solid State Chem.*
Journal of Sound and Vibration	*J. Sound Vib.*
Journal of Statistical Physics	*J. Stat. Phys.*
Journal of Structural Mechanics	*J. Struct. Mech.*
Journal of Synchrotron Radiation	*J. Synchrotron Radiat.*
Journal of Testing and Evaluation	*J. Test. Eval.*
Journal of Turbulence	*J. Turbul.*
Journal of Vacuum Science and Technology	*J. Vac. Sci. Technol.*
Journal of VLSI Signal Processing	*J. VLSI Signal Process.*
Journal of X-Ray Science and Technology	*J. X-Ray Sci. Technol.*

Kagaku	*Kagaku*
Kongelige Danske Videnskabernes Selskab, Matematisk-Fysiske Meddelelser	*K. Dan. Vidensk. Selsk. Mat.-Fys. Medd.*
Kongelige Danske Videnskabernes Selskab, Matematisk-Fysiske Skrifter	*K. Dan. Vidensk. Selsk. Mat.-Fys. Skr.*
Kexue Tongbao	*Kexue Tongbao*
Khimicheskaya Fizika	*Khim. Fiz.*
Kongelige Norske Videnskabers Selskabs Skrifter	*K. Nor. Vidensk. Selsk. Skr.*
Kogaku Gijutsu	*Kogaku Gijutsu*
Kolloidnyi Zhurnal	*Kolloidn. Zh.*
Kristall und Technik	*Krist. Tech.*
Kungliga Tekniska Hoegskolans Handlingar	*K. Tek. Hoegsk. Handl.*
Laboratory Practice	*Lab. Pract.*
Langmuir	*Langmuir*
LaserOpto	*LaserOpto*
Lettere al Nuovo Cimento	*Lett. Nuovo Cimento*
Light and Lighting and Environmental Design	*Light Light. Environ. Des.*
Linde Reports on Science and Technology	*Linde Rep. Sci. Technol.*
Linear Algebra and its Applications	*Linear Algebra Appl.*
Liquid Crystals and Ordered Fluids	*Liq. Cryst. Ordered Fluids*
Low Temperature Physics	*Low Temp. Phys.*
Machine Design	*Mach. Des.*
Macromolecules	*Macromolecules*
Macromolecular Reviews	*Macromol. Rev.*
Magnetic Resonance Imaging	*Magn. Reson. Imag.*
Magnetic Resonance Quarterly	*Magn. Reson. Q.*
Manufacturing Engineering and Management	*Manuf. Eng. Manag.*
Mass Spectroscopy	*Mass Spectrosc.*
Matematica Aplicada e Computacional	*Mat. Apl. Comput.*
Materials Forum	*Mater. Forum*
Materials Research Bulletin	*Mater. Res. Bull.*
Materials Research Society Symposia Proceedings	*Mater. Res. Soc. Symp. Proc.*
Materials Science Forum	*Mater. Sci. Forum*
Materials Testing	*Mater. Test.*
Matematicheskaya Fizika	*Mat. Fiz.*
Matematisk-Fysiske Meddelelser Konglige Danske Videnskabernes Selskab	*Mat.-Fys. Medd. K. Dan. Vidensk. Selsk.*
Mathematica Numerica Sinica	*Math. Numer. Sin.*
Measurement and Control	*Meas. Control*
Measurement Science and Technology	*Meas. Sci. Technol.*
Mechanical Engineering Bulletin	*Mech. Eng. Bull.*
Medical Dosimetry	*Med. Dosim.*
Medical Physics	*Med. Phys.*
Mekhanika Tverdogo Tela	*Mekh. Tverd. Tela*
Memoirs of the College of Engineering, Chubu University	*Mem. College Eng. Chubu Univ.*
Memoires et Etudes Scientifiques de la Revue de Metallurgie	*Mem. Etud. Sci. Rev. Metall.*
Memoirs of the Faculty of Engineering, Kobe University	*Mem. Fac. Eng. Kobe Univ.*
Memoirs of the Royal Astronomical Society	*Mem. R. Astron. Soc.*
Memoirs of the School of Science and Engineering, Waseda University	*Mem. Sch. Sci. Eng. Waseda Univ.*
Metallofizika i Noveishie Tekhnologii	*Metallofiz. Noveish. Tekhnol.*
Metallurgical Transactions	*Metall. Trans.*
Meteorology and Atmospheric Physics	*Meteorol. Atmos. Phys.*
Metals Forum	*Met. Forum*
Methodology and Computing in Applied Probability	*Methodol. Comput. Appl. Probab.*
Methods in Geochemistry and Geophysics	*Methods Geochem. Geophys.*
Microcomputer Review	*Microcomput. Rev.*
Microelectronic Engineering	*Microelectron. Eng.*
Microelectronics and Reliability	*Microelectron. Reliab.*
Microgravity Quarterly	*Micrograv. Q.*
Micron and Microscopica Acta	*Micron Microsc. Acta*
Micro User	*Micro User*
Modelling and Simulation in Materials Science and Engineering	*Modelling Simul. Mater. Sci. Eng.*
Modern Plastics	*Mod. Plast.*
Molecular Crystals and Liquid Crystals	*Mol. Cryst. Liq. Cryst.*

Molecular Physics	*Mol. Phys.*
Molecular Simulation	*Mol. Simul.*
Monatshefte für Chemie	*Monatsh. Chem.*
Monthly Notices of the Royal Astronomical Society	*Mon. Not. R. Astron. Soc.*
Monographs in Electrical and Electronic Engineering	*Monogr. Electr. Electron. Eng.*
Nachrichten der Akademie der Wissenschaften in Goettingen, II. Mathematisch-Physikalische Klasse	*Nachr. Akad. Wiss. Goett. II. Math.-Phys. Kl.*
Nano Letters	*Nano Lett.*
Nanostructured Materials	*Nanostruct. Mater.*
Nanotechnology	*Nanotechnology*
National Bureau of Standards Technical News Bulletin	*Natl Bur. Stand. Tech. News Bull.*
Nature	*Nature*
Nature + subsidiary	*Nature + subsidiary*; e.g. *Nature Photon*, not *Nat. Photon*
Naukovedenie i Informatika	*Nauk. Inform.*
Network News	*Netw. News*
Network (Computation in Neural Systems)	*Network*
Neural Computation	*Neural Comput.*
Neural Networks	*Neural Netw.*
Neuron	*Neuron*
New Journal of Chemistry	*New J. Chem.*
New Scientist	*New Sci.*
Noise Control, Vibration and Insulation	*Noise Control Vib. Insul.*
Non-Destructive Testing	*Non-Destr. Test.*
Nondestructive Testing and Evaluation	*Nondestr. Test. Eval.*
Non-Ionizing Radiation	*Non-Ioniz. Radiat.*
Nonlinearity	*Nonlinearity*
Norsk Polarinstitutt Meddelelser	*Nor. Polarinst. Medd.*
Notes on Numerical Fluid Mechanics	*Notes Numer. Fluid Mech.*
Nouveau Journal de Chimie	*Nouv. J. Chim.*
Nuclear Fusion	*Nucl. Fusion*
Nuclear Instruments and Methods	*Nucl. Instrum. Methods*
Nuclear Instruments and Methods in Physics Research	*Nucl. Instrum. Methods Phys. Res.*
Nuclear Physics (parts A and B)	*Nucl. Phys.* A, B
Nuclear Science and Engineering	*Nucl. Sci. Eng.*
Nuclear Tracks and Radiation Measurements	*Nucl. Tracks Radiat. Meas.*
Numerical Functional Analysis and Optimization	*Numer. Funct. Anal. Optim.*
Numerische Mathematik	*Numer. Math.*
Il Nuovo Cimento (parts A, B and C)	*Nuovo Cimento* A, B, C
Ophthalmic and Physiological Optics	*Ophthalm. Physiol. Opt.*
Optica Acta	*Opt. Acta*
Optics and Laser Technology	*Opt. Laser Technol.*
Opto and Laser Europe	*Opto Laser Eur.*
Optical Spectra	*Opt. Spectra*
Optics and Spectroscopy	*Opt. Spectrosc.*
Oyo Buturi	*Oyo Buturi*
Pacific Journal of Mathematics	*Pac. J. Math.*
Phase Transition Phenomena	*Phase Transit. Phenom.*
Philips Journal of Research	*Philips J. Res.*
Philips Research Reports	*Philips Res. Rep.*
Philips Technical Review	*Philips Tech. Rev.*
Philosophical Magazine	*Phil. Mag.*
Philosophical Transactions of the Royal Society	*Phil. Trans. R. Soc.*
Photographic Journal	*Photogr. J.*
Physikalische Blaetter	*Phys. Bl.*
Physica	*Physica*
Physics and Chemistry of Liquids	*Phys. Chem. Liq.*
Physics of Condensed Matter	*Phys. Condens. Matter*
Physics - Doklady	*Phys.—Dokl.*
Physics of the Earth and Planetary Interiors	*Phys. Earth Planet. Inter.*
Physics Education	*Phys. Educ.*
Physica Fennica	*Phys. Fenn.*
Physics of Fluids	*Phys. Fluids*
Physiological Measurement	*Physiol. Meas.*
Physik der Kondensierten Materie	*Phys. Kondens. Mater.*
Physics of Low-Dimensional Structures	*Phys. Low-Dimens. Struct.*

Physics Letters (parts A and B)	*Phys. Lett.* A, B
Physics in Medicine and Biology	*Phys. Med. Biol.*
Physics of Metals and Metallography	*Phys. Met. Metallogr.*
Physics of Particles and Nuclei	*Phys. Part. Nucl.*
Physics Reports (Physics Letters part C)	*Phys. Rep.*
Physical Review (parts A, B, C and D) (Note 1964 and 1965 page Nos preceded by A, B, C, D)	*Phys. Rev.* A, B, C, D
Physical Review Letters	*Phys. Rev. Lett.*
Physica Scripta	*Phys. Scr.*
Physica Status Solidi (parts a and b)	*Phys. Status Solidi* a, b
Physics Today	*Phys. Today*
Physics - Uspekhi	*Phys.—Usp.*
Pis'ma v Zhurnal Tekhnicheskoi Fizika	*Pis. Zh. Tekh. Fiz.*
Pis'ma v Zhurnal Eksperimental'noi i Teoreticheskoi Fizika	*Pis. Zh. Eksp. Teor. Fiz.*
Plasma Physics	*Plasma Phys.*
Plasma Physics and Controlled Fusion	*Plasma Phys. Control. Fusion*
Plasma Sources Science and Technology	*Plasma Sources Sci. Technol.*
Plastics, Rubber and Composites	*Plast. Rubber Compos.*
Polish Engineering	*Pol. Eng.*
Polymer	*Polymer*
Polymer News	*Polym. News*
Polymer Process Engineering	*Polym. Process Eng.*
Polymer Science and Engineering	*Polym. Sci. Eng.*
Portugaliae Physica	*Port. Phys.*
Postepy Fizyki	*Postepy Fiz.*
Powder Diffraction	*Powder Diffract.*
Powder Metallurgy and Metal Ceramics	*Powder Metall. Met. Ceram.*
Power Industry Research	*Power Indust. Res.*
Practical Wireless	*Pract. Wirel.*
Pramana	*Pramana*
Pramana, J. Phys.	*Pramana J. Phys.*
Prikladnaya Matematika i Mekhanika	*Prikl. Mat. Mekh.*
Prace Instytutu Maszyn Matematycznych	*Pr. Inst. Masz. Mat.*
Problemy Kibernetiki	*Problemy Kibern.*
Proceedings of the Cambridge Philosophical Society	*Proc. Camb. Phil. Soc.*
Proceedings of the Chinese Society of Electrical Engineering	*Proc. Chin. Soc. Electr. Eng.*
Process Instrumentation	*Process Instrum.*
Proceedings of the Indian Academy of Sciences	*Proc. Indian Acad. Sci.*
Proceedings of the Institute of Electrical and Electronics Engineers	*Proc. IEEE*
Proceedings of the Institution of Electrical Engineers	*Proc. IEE*
Proceedings of the Institution of Mechanical Engineers	*Proc. Instn Mech. Eng.*
Proceedings of the Korean Institute of Electrical Engineers	*Proc. Korean Inst. Electr. Eng.*
Proceedings of the National Academy of Sciences of the USA	*Proc. Natl Acad. Sci. USA*
Proceedings of the Physical Society (parts A and B)	*Proc. Phys. Soc.* A, B
Proceedings of the Royal Society of London	*Proc. R. Soc. Lond.*
Proceedings of the Royal Society of Edinburgh	*Proc. R. Soc. Edinb.*
Proceedings of the SPIE	*Proc. SPIE*
Proceedings of the SPIE - The International Society for Optical Engineering	*Proc. SPIE—Int. Soc. Opt. Eng.*
Progress in Aerospace Science	*Prog. Aerospace Sci.*
Progress in Colloid and Polymer Science	*Prog. Colloid Polym. Sci.*
Progress in Cryogenics	*Prog. Cryog.*
Progress in Crystal Growth and Characterization	*Prog. Cryst. Growth Charact.*
Progress in High Temperature Superconductivity	*Prog. High Temp. Supercond.*
Progress in Quantum Electronics	*Prog. Quantum Electron.*
Progress in Simulation	*Prog. Simul.*
Progress in Surface Science	*Prog. Surf. Sci.*
Progress of Theoretical Physics	*Prog. Theor. Phys.*
Progress of Theoretical Physics Supplement	*Prog. Theor. Phys. Suppl.*
Przeglad Statystyczny	*Prz. Stat.*
Public Understanding of Science	*Public Understand. Sci.*
Pure and Applied Chemistry	*Pure Appl. Chem.*
Pure and Applied Optics	*Pure Appl. Opt.*
Quarterly Journal of the Royal Astronomical Society	*Q. J. R. Astron. Soc.*
Quality Assurance	*Qual. Assur.*

Quantitative Finance	*Quant. Finance*
Quantum and Semiclassical Optics	*Quantum Semiclass. Opt.*
Quaternary Research	*Quat. Res.*
Radiation Effects	*Radiat. Eff.*
Radiation Effects and Defects in Solids	*Radiat. Eff. Defects Solids*
Radiation Protection Dosimetry	*Radiat. Prot. Dosim.*
Radio Engineering and Electronic Physics	*Radio Eng. Electron. Phys.*
Radiological Protection Bulletin	*Radiol. Prot. Bull.*
Rare Metal Materials and Engineering	*Rare Met. Mater. Eng.*
RCA Review	*RCA Rev.*
Reactor Materials	*React. Mater.*
Reactivity of Solids	*React. Solids*
Reliability Engineering	*Reliab. Eng.*
Reports of the Faculty of Engineering, Nagasaki University	*Rep. Fac. Eng. Nagasaki Univ.*
Reports on Progress in Physics	*Rep. Prog. Phys.*
Research and Development	*Res. Dev.*
Review of Financial Studies	*Rev. Financial Studies*
Reviews of Modern Physics	*Rev. Mod. Phys.*
Review of Scientific Instruments	*Rev. Sci. Instrum.*
Revue de Physique Appliquee	*Rev. Phys. Appl.*
Revue Roumaine de Physique	*Rev. Roum. Phys.*
Risk	*Risk*
Rivista del Nuovo Cimento	*Riv. Nuovo Cimento*
Robotics Today	*Robot. Today*
Royal Observatory Bulletin	*R. Obs. Bull.*
Romanian Journal of Physics	*Rom. J. Phys.*
Rossiskaya Akademiya Nauk Fizika Zemli	*Ross. Akad. Nauk Fiz. Zemli*
Rozprawy Hydrotechniczne	*Rozpr. Hydrotech.*
Russian Journal of Physical Chemistry	*Russ. J. Phys. Chem.*
Scandinavian Journal of Statistics Theory and Applications	*Scand. J. Stat. Theory Appl.*
Scientific American	*Sci. Am.*
Science	*Science*
Scientific Papers of the College of Arts and Sciences, University of Tokyo	*Sci. Pap. College Arts Sci. Univ. Tokyo*
Scientific and Technical Information	*Sci. Tech. Inform.*
Science and Technology	*Sci. Technol.*
Semiconductor Science and Technology	*Semicond. Sci. Technol.*
Semiconductors and Semimetals	*Semicond. Semimet.*
Seminars in Nuclear Medicine	*Semin. Nucl. Med.*
Sensors Actuators	*Sensors Actuators*
Shock and Vibration Digest	*Shock Vib. Dig.*
SIAM Journal of Discrete Mathematics	*SIAM J. Discrete Math.*
SIAM Journal of Numerical Analysis	*SIAM J. Numer. Anal.*
SIAM Journal of Optimization	*SIAM J. Optim.*
Simulation Digest	*Simul. Dig.*
Smart Materials and Structures	*Smart Mater. Struct.*
Software Age	*Softw. Age*
Solar Energy Materials	*Sol. Energy Mater.*
Solid State Communications	*Solid State Commun.*
Solid-State Electronics	*Solid-State Electron.*
Solid State Ionics	*Solid State Ion.*
Solid State Ionics, Diffusion and Reactions	*Solid State Ion. Diffus. React.*
Solid State Physics	*Solid State Phys.*
Soviet Journal of Low Temperature Physics	*Sov. J. Low Temp. Phys.*
Soviet Lightwave Communications	*Sov. Light. Commun.*
Soviet Physics - Acoustics	*Sov. Phys.—Acoust.*
Soviet Physics - Crystallography	*Sov. Phys.—Crystallogr.*
Soviet Physics - Doklady	*Sov. Phys.—Dokl.*
Soviet Physics - JETP	*Sov. Phys.—JETP*
Soviet Physics - Semiconductors	*Sov. Phys.—Semicond.*
Soviet Physics - Solid State	*Sov. Phys.—Solid State*
Soviet Physics - Technical Physics	*Sov. Phys.—Tech. Phys.*
Soviet Physics - Uspekhi	*Sov. Phys.—Usp.*
Spectrochimica Acta (parts A and B)	*Spectrochim. Acta* A, B
Spectroscopy Letters	*Spectrosc. Lett.*
Structure and Bonding	*Struct. Bond.*

Studies in Analytical Chemistry	*Stud. Anal. Chem.*
Studies in Cybernetics	*Stud. Cybern.*
Superconductor Science and Technology	*Supercond. Sci. Technol.*
Superlattices and Microstructures	*Superlatt. Microstruct.*
Surface and Coatings Technology	*Surf. Coat. Technol.*
Surface and Interface Analysis	*Surf. Interface Anal.*
Surface Science	*Surf. Sci.*
Synthesis	*Synthesis*
Synthetic Metals	*Synth. Met.*
System Development	*Syst. Dev.*
Technische Berichte	*Tech. Ber.*
Technical Digest	*Tech. Dig.*
Technica Jahrbuch	*Tech. Jahrb.*
Technological News	*Technol. News*
Tehnicka Fizika	*Teh. Fiz.*
Tehnicki Vjesnik	*Teh. Vjesn.*
Tekhnika Kino i Televideniya	*Tekh. Kino Telev.*
Telecommunications and Radio Engineering	*Telecommun. Radio Eng.*
Teoreticheskaya i Eksperimental'naya Khimiya	*Teor. Eksp. Khim.*
Teoreticheskaya i Matematicheskaya Fizika	*Teor. Mat. Fiz.*
Test and Measurement Europe	*Test Meas. Eur.*
THEOCHEM	*THEOCHEM*
Theoretical and Computational Fluid Dynamics	*Theor. Comput. Fluid Dyn.*
Theoretical and Mathematical Physics	*Theor. Math. Phys.*
Thin Solid Films	*Thin Solid Films*
Topics in Current Physics	*Top. Curr. Phys.*
Topics in Magnetic Resonance Engineering	*Top. Magn. Reson. Eng.*
Tooling and Production	*Tool. Prod.*
Transactions of the American Mathematical Society	*Trans. Am. Math. Soc.*
Transactions of the ASME	*Trans. ASME*
Transactions of the Faraday Society	*Trans. Faraday Soc.*
Transactions of the Institute of Electrical Engineers of Japan	*Trans. Inst. Electr. Eng. Japan*
Transactions of the Institute of Measurement and Control	*Trans. Inst. Meas. Control*
Transactions of the Korean Institute of Electrical Engineers	*Trans. Korean Inst. Electr. Eng.*
Transactions of the Metallurgical Society of AIME	*Trans. Metall. Soc. AIME*
Transport Theory and Statistical Physics	*Transport Theory Stat. Phys.*
Trends in Neuroscience (TINS)	*Trends Neurosci.*
Tribology Transactions	*Tribol. Trans.*
Trudy Instituta Teoreticheskoi Astronomii	*Tr. Inst. Teor. Astron.*
Ukrayins'kyi Fizychnyi Zhurnal	*Ukr. Fiz. Zh.*
Ukrainian Journal of Physics	*Ukr. J. Phys.*
Ultrasonic Imaging	*Ultrason. Imag.*
Ultrasound in Medicine and Biology	*Ultrasound Med. Biol.*
Uspekhi Fizicheskii Nauk	*Usp. Fiz. Nauk*
Vacuum	*Vacuum*
Verhandlungen der Deutschen Physikalischen Gesellschaft	*Verh. Deutsch. Phys. Ges.*
Vestnik Mashinostroeniya	*Vestn. Mashinostr.*
Le Vide les Couches Minces	*Vide Couches Minces*
VLSI Systems Design	*VLSI Syst. Des.*
Water Pollution Research Journal of Canada	*Water Pollut. Res. J. Can.*
Water Resources Research	*Water Resources Res.*
Waves in Random Media	*Waves Random Media*
Wear	*Wear*
Welding Production	*Weld. Prod.*
Wissenschaftliche Zeitschrift der Elektrotechnik	*Wiss. Z. Elektrotech.*
X-Ray Spectrometry	*X-Ray Spectrom.*
Zeitschrift für Angewandte Mathematik und Physik	*Z. Angew. Math. Phys.*
Zeitschrift für Anorganische und Allgemeine Chemie	*Z. Anorg. Allg. Chem.*
Zashchita Metallov	*Zashch. Met.*
Zavodskaya Laboratoriya	*Zavod. Lab.*
Zbornik Radova Prirodno-Matematickog Fakulteta, Serija za Fiziku	*Zb. Rad. Prir.-Mat. Fak. Ser. Fiz.*
Zhurnal Eksperimental'noi i Teoreticheskoi Fiziki	*Zh. Eksp. Teor. Fiz.*
Zhurnal Eksperimental'noi i Teoreticheskoi Fiziki,	

Pis'ma v Redaktsiyn	*Zh. Eksp. Teor. Fiz. Pis. Red.*
Zhurnal Neorganicheskoi Khimii	*Zh. Neorg. Khim.*
Zhurnal Prikladnoi Mekhaniki i Tekhnicheskoi Fiziki	*Zh. Prikl. Mekh. Tekh. Fiz.*
Zhurnal Strukturnoi Khimii	*Zh. Strukt. Khim.*
Zhurnal Tekhnicheskoi Fiziki	*Zh. Tekh. Fiz.*
Zeitschrift für Instrumentenkunde	*Z. Instrumk.*
Zeitschrift für Metallkunde	*Z. Metallk.*
Zeitschrift für Naturforschung (part a)	*Z. Naturf.* a
Zeitschrift für Physik	*Z. Phys.*
Zeitschrift für Physikalische Chemie	*Z. Phys. Chem.*
Zeitschrift für Physikalische Chemie, Neue Folge	*Z. Phys. Chem. NF*
Zeitschrift für Wissenschaftliche Photographie, Photophysik und Photochemie	*Z. Wiss. Photogr. Photophys. Photochem.*

B.2 Correct references for IOP journals

Journal of Physics A: General Physics 1972 and earlier	*J. Phys. A: Gen. Phys.*
Journal of Physics A: Mathematical, Nuclear and General 1973 and 1974	*J. Phys. A: Math. Nucl. Gen.*
Journal of Physics A: Mathematical and General 1975–2006	*J. Phys. A: Math. Gen.*
Journal of Physics A: Mathematical and Theoretical 2007 onwards	*J. Phys. A: Math. Theor.*
Journal of Physics B: Atomic and Molecular Physics 1987 and earlier	*J. Phys. B: At. Mol. Phys.*
Journal of Physics B: Atomic, Molecular and Optical Physics 1988 onwards	*J. Phys. B: At. Mol. Opt. Phys.*
Journal of Physics C: Solid State Physics 1968–1988	*J. Phys. C: Solid State Phys.*
Journal of Physics: Condensed Matter 1989 onwards	*J. Phys.: Condens. Matter*
Journal of Physics D: Applied Physics	*J. Phys. D: Appl. Phys.*
Journal of Physics E: Scientific Instruments no longer published	*J. Phys. E: Sci. Instrum.*
Journal of Physics F: Metal Physics no longer published	*J. Phys. F: Met. Phys.*
Journal of Physics G: Nuclear Physics 1975–1988	*J. Phys. G: Nucl. Phys.*
Journal of Physics G: Nuclear and Particle Physics 1989 onwards	*J. Phys. G: Nucl. Part. Phys.*
Advances in Natural Sciences: Nanoscience and Nanotechnology	*Adv. Nat. Sci.: Nanosci. Nanotechnol.*
Biofabrication	*Biofabrication*
Bioimaging no longer published by IOP	*Bioimaging*
Bioinspiration & Biomimetics	*Bioinsp. Biomim.*
Biomedical Materials	*Biomed. Mater.*
Chinese Physics 2000–2007	*Chin. Phys.*
Chinese Physics B 2008 onwards	*Chin. Phys.* B
Chinese Physics C 2008 onwards	*Chin. Phys.* C
Chinese Physics Letters	*Chin. Phys. Lett.*
Classical and Quantum Gravity	*Class. Quantum Grav.*
Combustion Theory and Modelling	*Combust. Theory Modelling*
Communications in Theoretical Physics	*Commun. Theor. Phys.*
Computational Science & Discovery	*Comput. Sci. Discovery*
Distributed Systems Engineering no longer published by IOP	*Distrib. Sys. Eng.*
Environmental Research Letters	*Environ. Res. Lett.*
European Journal of Physics	*Eur. J. Phys.*
Europhysics Letters	*Europhys. Lett.*
Fluid Dynamics Research	*Fluid Dyn. Res.*

High Performance Polymers no longer published by IOP	*High Perform. Polym.*
Inverse Problems	*Inverse Problems*
IOP Conference Series: Earth and Environmental Science	*IOP Conf. Ser.: Earth Environ. Sci.*
IOP Conference Series: Materials Science and Engineering	*IOP Conf. Ser.: Mater. Sci. Eng.*
Journal of Breath Research	*J. Breath Res.*
Journal of Cosmology and Astroparticle Physics	*J. Cosmol. Astropart. Phys.*
Journal of Geophysics and Engineering	*J. Geophys. Eng.*
Journal of High Energy Physics	*J. High Energy Phys.*
Journal of Instrumentation	*J. Instrum.*
Journal of Micromechanics and Microengineering	*J. Micromech. Microeng.*
Journal of Optics 1997–1998 2010 onwards	*J. Opt.*
Journal of Optics A: Pure and Applied Optics 1999–2009	*J. Opt. A: Pure Appl. Opt.*
Journal of Optics B: Quantum and Semiclassical Optics 1999–2009	*J. Opt. B: Quantum Semiclass. Opt.*
Journal of Physics: Conference Series	*J. Phys.: Conf. Ser.*
Journal of Radiological Protection	*J. Radiol. Prot.*
Journal of Semiconductors	*J. Semiconduct.*
Journal of Statistical Mechanics: Theory and Experiment	*J. Stat. Mech.*
Journal of Turbulence no longer published by IOP	*J. Turbulence*
Measurement Science and Technology 1990 and onwards	*Meas. Sci. Technol.*
Metrologia	*Metrologia*
Modelling and Simulation in Materials Science and Engineering	*Modelling Simul. Mater. Sci. Eng.*
Nanotechnology	*Nanotechnology*
Network (Computation in Neural Systems) no longer published by IOP	*Network*
New Journal of Physics	*New J. Phys.*
Nonlinearity	*Nonlinearity*
Nuclear Fusion	*Nucl. Fusion*
Physica Scripta	*Phys. Scr.*
Physical Biology	*Phys. Biol.*
Physics Education	*Phys. Educ.*
Physics in Medicine and Biology	*Phys. Med. Biol.*
Physiological Measurement	*Physiol. Meas.*
Plasma Physics and Controlled Fusion	*Plasma Phys. Control. Fusion*
Plasma Science and Technology	*Plasma Sci. Technol.*
Plasma Sources Science and Technology	*Plasma Sources Sci. Technol.*
Public Understanding of Science no longer published by IOP	*Public Understand. Sci.*
Pure and Applied Optics (Journal of the European Optical Society Part A) 1992–1998	*Pure Appl. Opt.*
Quantitative Finance no longer published by IOP	*Quant. Finance*
Quantum and Semiclassical Optics (Journal of the European Optical Society Part B) 1995–1998	*Quantum Semiclass. Opt.*
Quantum Electronics	*Quantum Electron.*
Quantum Optics 1989–1994	*Quantum Opt.*
Reports on Progress in Physics	*Rep. Prog. Phys.*
Research in Astronomy and Astrophysics	*Res. Astron. Astrophys.*
Semiconductor Science and Technology	*Semicond. Sci. Technol.*
Smart Materials and Structures	*Smart Mater. Struct.*
Superconductor Science and Technology	*Supercond. Sci. Technol.*
Waves in Random Media no longer published by IOP	*Waves Random Media*

IOP ebooks

Appendix C

Book publishers

For ease of reference, the name of the publisher is given first. When citing in a reference list, the order should be reversed.

Academia Nazionale dei Lincei	Rome
Academic	New York (also London)
ACM	New York
Addison-Wesley	Reading, MA (also London)
Addison-Wesley Developers Press	Reading, MA
AIP	New York
Akademiai	Budapest
Akademische Verlagsgesellschaft	Leipzig
Alhambra	Madrid
Almqvist	Stockholm
American Association of University Presses	New York
American Chemical Society	Washington, DC
American Geophysical Union	Washington, DC
American Mathematical Society	Providence, RI
Artech House Publishers	Boston, MA
Athlone	London
Atomizdat	Moscow
Baltzer Science Publishers	Bussum, The Netherlands
Barth	Leipzig
Birkhäuser	Basel
Birkhäuser Boston	Cambridge, MA
Benjamin	New York
Benjamin-Cummings	New York
Blackwell	Oxford
BSB Teubner	Leipzig
Cambridge University Press	Cambridge
Chapman and Hall	London
Chelsea	New York
ChemTec	Toronto
Clarendon	Oxford
Cold Spring Harbor Laboratory Press	New York
Collins	Glasgow
Collins	London
Columbia University Press	New York
Cornell University Press	Ithaca, NY
CRC Press	Boca Raton, FL

de Gruyter & Co	Berlin (also New York)
Dekker	New York
Deuticke	Leipzig
Deutsche	Berlin
Doubleday	New York
Dover	New York
Dunod	Paris
Edinburgh University Press	Edinburgh
Editions Frontieres	Gif-sur-Yvette
Electrochemical Society	Princeton, NJ
Ellis Horwood	New York
Elsevier	Amsterdam (also New York *et al*)
Energoatomizdat	Moscow
Fan	Tashkent
Flammarian	Paris
FOM Institute	Amsterdam
Free Press	New York
Freeman	San Francisco
Gauthier-Villars	Paris
Gordon and Breach	London
Hadronic	Palm Harbour, FL
Harcourt Brace	London
Harcourt Brace College Publishers	Fortworth, TX
Harcourt Brace Professional Publishing	San Diego, CA
Harper and Row	New York
Harri Deutsch	Frankfurt
Harvard University Press	Cambridge, MA
Harwood Academic	New York
Heinemann	Portsmouth, NH (also Oxford)
Hemisphere	New York
Hermann	Paris
Hilger	Bristol
Holden-Day	San Francisco
Holt, Rinehart and Winston	New York (also Austin, TX)
Horizon Scientific Press	Wymondham, Norfolk, UK
IAEA	Vienna
IEEE	Piscataway, NJ
IEEE Communications Society	Piscataway, NJ
IEEE Computer Press	Morristown, NJ
IEEE Computer Society Press	Los Alamitos, CA
Indiana University Press	Bloomington, IN
Inostrannaja Literatura	Moscow
Institute of Physics	Beograd
IOP Publishing	Bristol
International	Hong Kong
Internet Society	Reston, VA
Interscience (Wiley-Interscience)	New York
John Hopkins University Press	Baltimore, MD
Khimiya	Moscow
Kluwer	Dordrecht
Krieger	Malabar, FL
Lea and Febiger	Malvern, PA

Longmans Green	London
Macmillan	London
Macmillan Computer Publishing	Indianapolis, IN
Manchester University Press	Mancester
Martinus Nijhoff	Dordrecht
Masson	Paris
MathPro Press	Westford, MA
McGraw-Hill	New York
Minerals, Metals and Materials Society	Warrendale, PA
Mintis	Vilnius
Mir	Paris
MIT Press	Cambridge, MA
Mokslas	Vilnius
Morgan & Claypool Publishers	San Rafael, CA
Morgan Kaufmann Publishers	San Mateo, CA
NASA	Washington, DC
Nauka	Moscow
Naukova Dumka	Kiev
Noordhoff	Groningen
Nordita	Copenhagen
North-Holland	Amsterdam
Odense University Press	Odense
Open University Press	Milton Keynes
O'Reilly & Associates	Sebastopol, CA
Oryx Press	Phoenix, AZ
Oxford University Press	Oxford (also New York *et al*)
Pergamon	Oxford
Physik Verlag	Mostbach
Pied	Lincoln, NE
Pitman	Boston, MA
Plenum	New York
Prentice-Hall	Englewood Cliffs, NJ
Princeton University Press	Princeton, NJ
Pruett	Boulder, CO
Publish or Perish	Boston, MA
Quantum Books	Cambridge, MA
Radio i Svyaz	Moscow
Reidel	Dordrecht
Saunders	Philadelphia, PA
Scandinavian University Press	Oslo
Science Council of Japan	Tokyo
Science and Technology Press	Shanghai
Scottish Academic Press	Edinburgh
SIAM	Philadelphia
SPIE Optical Engineering Press	Bellingham, WA
Springer	Berlin (also Heidelberg, London, New York *et al*)
SRI Institute	Menlo Park, CA
State University of New York (SUNY) Press	New York
Tata McGraw-Hill	New Delhi
Taylor and Francis	London
Technion University Press	Haifa
Terra Scientific	Tokyo

Teubner	Leipzig
UCL Press	London
Universal Academy	Tokyo
University of California Press	Berkeley, CA
University of Chicago Press	Chicage, IL
University of Illinois Press	Champaign, IL
University of Iowa Press	Iowa City, IO
University of Michigan Press	Ann Arbor, MI
University of Minnesota Press	Minneapolis, MN
University of Missouri Press	Columbia, MO
University of North Carolina Press	Chapel Hill, NC
University of South Carolina Press	Columbia, SC
University of Tennessee Press	Knoxville, TN
University of Texas Press	Austin, TX
University of Wisconsin Press	Madison, WI
University Press of New England	Hanover, NH
University Press of Virginia	Charlottesville, VA
University Science Books	Mill Valley, CA
US Govt Printing Office	Washington, DC
Van Nostrand-Reinhold	Princeton, NJ
VCH	New York
Vieweg	Braunschweig
Viniti	Moscow
Weidner & Sons Publishing	Riverton, NJ
Wiley	New York *et al*
Wiley Computer Publishing	New York
Williams & Wilkins	Baltimore, MD
World Scientific	Singapore
Yale University Press	New Haven, CT
Zanichelli Editore	Bologna
Zinatne	Riga

C.1 States for US cities

Alphabetically by city

Albany, NY
Ann Arbor, MI
Austin, TX
Baltimore, MD
Bellingham, WA
Berkeley, CA
Bloomington, IN
Boca Raton, FL
Boston, MA
Boulder, CO

Cambridge[1], MA
Champaign, IL
Chapel Hill, NC
Charlottesville, VA
Chicago, IL
Columbia, MO

Dallas, TX
Denver, CO
Des Moines, IO

Englewood Cliffs, NJ

Fort Worth, TX

[1]Note: if the town is Cambridge in the UK, just have the name of the town; do not add UK)

Gaithersburg, MD

Hanover, NH
Hartford, CT
Hoboken, NJ

Indianapolis, IN
Iowa City, IO
Ithaca, NY

Kalamazoo, MI
Knoxville, TN

Lincoln, NE
Los Alamitos, CA

Madison, WI
Malabar, FL
Malvern, PA
Menlo Park, CA
Mill Valley, CA
Minneapolis, MN
Morristown, NJ

Nashville, TN
New Haven, CT

Palm Harbour, FL
Philadelphia, PA
Phoenix, AZ
Piscataway, NJ
Pittsburgh, PA
Portsmouth, NH
Princeton, NJ
Providence, RI

Reading, MA
Reston, VA
Riverton, NJ

San Diego, CA
San Francisco, CA
San Mateo, CA
San Rafael, CA
St Louis, MO

Warrendale, PA
Washington, DC
Westford, MA
Woodbury, NY

Alphabetically by state

Phoenix, AZ

Berkeley, CA
Los Alamitos, CA
Menlo Park, CA
Mill Valley, CA
San Diego, CA
San Francisco, CA
San Mateo, CA
San Rafael, CA

Boulder, CO
Denver, CO

Hartford, CT
New Haven, CT

Washington, DC

Boca Raton, FL
Malabar, FL
Palm Harbour, FL

Champaign, IL
Chicago, IL

Bloomington, IN
Indianapolis, IN

Des Moines, IO
Iowa City, IO

Boston, MA
Cambridge, MA[2]
Reading, MA
Westford, MA

Baltimore, MD
Gaithersburg, MD

[2]Note: if the town is Cambridge in the UK, just have the name of the town; do not add UK)

Ann Arbor, MI
Kalamazoo, MI

Minneapolis, MN

Columbia, MO
St Louis, MO

Chapel Hill, NC

Lincoln, NE

Hanover, NH
Portsmouth, NH

Englewood Cliffs, NJ
Hoboken, NJ
Morristown, NJ
Piscataway, NJ
Princeton, NJ
Riverton, NJ
Albany, NY

Ithaca, NY
Woodbury, NY

Malvern, PA
Philadelphia, PA
Pittsburgh, PA
Warrendale, PA

Providence, RI

Knoxville, TN
Nashville, TN

Austin, TX
Dallas, TX
Fort Worth, TX

Charlottesville, VA
Reston, VA

Bellingham, WA
Madison, WI