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(Revised July 2006)

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Normally, manuscripts and figures are *not returned* to authors. Authors should indicate (preferably on initial submittal) if they want the manuscript and/or figures returned when correspondence is sent during the editorial process, and/or after a final decision has been made.

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The following are general guidelines for preparation of a conventional manuscript or a compuscript. In addition, memos regarding production requirements appear at the end of some issues of the journal. For **general format and style** consult recent issues of this journal and the *Physical Review Style and Notation Guide* at <http://authors.aps.org/STYLE/>. Additional style guidelines can be found in the Fourth Edition of the *AIP Style Manual*, available at <http://www.aip.org/pubservs/style.html>.

A **manuscript**, comprising all material which is to be set in type, must be typewritten (except possibly for mathematical expressions and Greek letters; see below), double spaced (3 lines per inch, at least 6 mm of white space between lines) in type size such that there are  $\leq 90$  characters/6 in., on one side only of good quality, white, approximately 8.5×11-in. (or A4) paper, with margins of at least 1 in. along four edges. A clear, sharp, nonerasable, black-on-white reproduction on hard-surfaced paper is acceptable as the “original.” Number all pages (including the title page). Include copies of any figures at the end of the manuscript.

Mathematical expressions should be typed, or neatly written in ink. The prime requisite is that the copy shall be clear to the production keyboarder, who is neither a physicist nor a mathematician. Unusual or ambiguous symbols (see table on page 21 of the *Style Manual*) should be identified by marginal notes at first appearance and subsequently when confusion might arise; for nonalphabetic symbols, give the number found on pages 44 and 45 of the *Style Manual*. Mark superscripts with an inverted caret below, and subscripts with a caret above, if necessary. Three-vectors and dyadics are set in boldface type (mark with a black-pencil, wiggly underline).

Editorial marking by authors, except for the resolution of ambiguities as discussed above, is rarely of sufficient value to warrant the effort.

The author must carefully **proofread** the paper to eliminate grammatical errors, misspellings, and omission of symbols. The text should be directed at a **general readership**, not specialists. Avoid acronyms and jargon, even if they seem of common usage. If unavoidable, define them in the text. **Notation** should be unambiguous, concise, and consistent with standard usage. Introduce new terminology or notation only when clearly

needed. Indent all paragraphs. Use the solidus (slash) only to denote division of mathematical quantities, to denote (optionally) an interface between materials [e.g., Ag/Cu(001)], and in “and/or.” Its meaning when used between words is usually imprecise; use the proper conjunction or punctuation.

The **length** of the paper is crucial. Avoid excess white space in figures; unneeded numbering of displayed equations may add length; references which are incomplete may lead to an underestimate of the length; and note that right-adjusted text or text with very nonuniform line length is subject to greater error in its estimated length. Also note that equations in text (undisplayed) must be simple; some equations which are presented in text may need to be displayed in the journal and thus add to the length.

Ideally, figures are planned for reduction to final journal size on the basis of their content and detail. The size of lettering should be chosen with this in mind. If the lettering is drafted too small, full reduction will not be possible; the length will have been underestimated. At final reduction, the size of the smallest capital letters and numerals is to be at least 2 mm.

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Punctuate **mathematical expressions** and displayed equations as part of the sentence. In general, use *single-letter* symbols for mathematical quantities in equations and expressions, possibly with subscript or superscript indices or labels and with

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J. M. Smith, R. Brown, and C. Green, *Phys. Rev. B* **26**, 1 (1982); *Nucl. Phys.* **A195**, 1 (1982).

J. M. Smith, *Phys. Rev. D* (to be published); R. Brown, *Phys. Rev. B* **26**, 706(E) (1982).

J. M. Smith, *Molecular Dynamics* (Academic, New York, 1980), Vol. 20, p. 20.

R. Brown, in *Charge Density Waves in Solids*, edited by C. Green, *Modern Problems in Condensed Matter Sciences Vol. 25* (North-Holland, Amsterdam, 1989).

C. Green, University of Wisconsin, Madison, Report No. MAD/PH/650, 1991.

J. M. Smith *et al.*, in *Proceedings of the Topical Meeting on CP Violation*, Calcutta, June 1990 (unpublished).

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