

TSD – Author guidance notes on layout and style

The following notes outline the writing and presentation style for submission of papers to the TSD. This layout is designed to speed up the reviewing and editing processes, please do not try to emulate the final journal lay-up style. Please follow the guidelines carefully in order to save yourself subsequent time-consuming corrections after your paper has been reviewed and edited. Papers must be in the “house style” before they can finally be accepted for publication.

Layout: Paper structure

The first page (remember to use page numbers) should contain author names, title, abstract and keywords only. Author names should be given using full first and last names of all authors. Use a comma not “and” before the final author. Do not indicate the corresponding author here as there is a separate section at the end for the correspondence address. Institutional affiliations should not include a full postal address, just the name, town and country:

John Francis Smith, George William Miller^b (full first name preferred to initials)

^a Institution, Department, Town, Country (no street names & numbers or postcodes)

^b Institution, Department, Town, Country (no street names & numbers or postcodes)

(use lower case letters for affiliation superscripts)

Title with words in lower case and bold font

The title is followed immediately by the abstract without the heading “Abstract”. It should contain the primary objectives, the research design, methods and procedures, experimental interventions, main outcomes and results as well as conclusions. No abbreviations are allowed in the abstract. The abstract should not be longer than 10 lines.

Keywords: Keyword1; Keyword2; Keyword3; Keyword4; Keyword5

(Maximum of 5; only first letter capitalised; separated by semicolons and spaces)

Main text: It should start on page 2 and broadly follow the numbered headings of the outline structure below. If considered appropriate, the Results and Discussion sections can be combined, authors should determine the best way to present their work in this style.

1. Introduction

The introduction should contain the motivation for the study of the presented research work, including relevant background literature review.

2. Experimental procedure

This section should address experimental details which are important for the interpretation of the results. Use the simple past tense, e.g. Three specimens were prepared using...

3. Results

This section should only contain results without discussion.

4. Discussion

The results presented in Section 3 should be interpreted here taking into account the whole relevant literature done in this research area.

5. Conclusions

Finally, the main results should be summarised here and key conclusions drawn from them. The heading "Acknowledgements" is not used, simply include a short paragraph acknowledging help, support, contributory work, particular funding etc.

References:

Please use the TSD style, paying close attention to the structure for each type of publication:

Journals:

- [1] *Pugh, R. J.*: Adv. Colloid Interface Sci. 64 (1996) 67.
- [2] *Claesson, P.M., Ederth, T., Bergeron, V. and Rutland, M. W.*: Adv. Colloid Interface Sci. 67 (1996) 119.

Books or proceedings with an editor or editors:

- [3] *P. Schmiedel, W. v. Rybinski*, in: R. J. Farn (Ed.), Chemistry and Technology of Surfactants, Blackwell Publishing, Oxford (2006) 46

Internet resources:

- [4] <http://www.tsdjournal.com>

Note that square brackets are used for reference numbers. Please ensure that you use the correct abbreviations for journal titles, that all authors are included and that, where relevant, all editors are given. Book and paper titles are optional but must be given for all references if included.

Correspondence address:

(please delete the italicised headings when adding your details but retain the Tel, Fax and e-mail headings).

Title and name

Address

Tel.:

Fax:

e-mail:

List of figure and table captions.

Figure 1: When using more than one image per figure, label them (a), (b), (c), (d) etc. and use the letters with full round brackets in the caption before the description of the relevant image.

Figure 2: Captions should point out the important features of the figure, allowing the reader to understand fully what is being illustrated. "SEM micrograph of the microstructure" is not enough.

Table 1: Table captions should describe the contents and explain their relevance to the work.

Layout: Specific style points.

1. Text

Please use 12 point font, single column full width text, double spaced lines, 2.5 cm margins and numbered pages; at the submission stage reviewers and editors need papers to be easy to read and annotate.

2. Main section headings

These should be in bold with only the first initial letter capitalised, sub-headings should not be in bold. Starting with the Introduction all sections should be numbered in the style 1, 2, 3. and 3.1, 3.2, 3.2.1, etc. When reaching a third sublevel (e.g. below 3.2.1.) use subheadings only (i.e. un-numbered) for further sublevels.

3. Language

The publication language of the journal is ENGLISH and can be either American or British but please be consistent with spelling. (N.B. whilst the -ise / -ize word-ending spelling is optional in UK English, -ise is preferred for reasons of distinction.) Authors using Word can set the "set language" facility to the desired language version and so solve most problems. There are many

websites detailing spelling differences, grammar, usage etc. such as

http://en.wikipedia.org/wiki/American_and_British_English_spelling_differences

4. Abbreviations

These should not be used in the abstract. If abbreviations are to be used in the main text, then introduce them at the first use of the full expression and from then on use only the abbreviation, e.g. scanning electron microscopy (SEM); subsequently always use SEM. All abbreviations must be defined at first use to avoid any possibility of ambiguity. Whilst most abbreviations use upper case letters those for structures such as fcc, hcp etc. should be lower case and as with other abbreviations, no full stops between letters.

5. Italics and bold

Italicisation should be used sparingly, if at all, and only then for *special emphasis* if this cannot be suitably achieved with words. Short Latin phrases (in situ, et al. etc.) should not be italic, but longer words and phrases, e.g. medical or biological terms, should be. Brackets, mathematical symbols (including integral signs, differential d, partial differential ∂ , Δ , etc.) and abbreviations such as L for liquid or c for critical should not be italic. Symbols with a value should be italic, e.g. π , σ (stress), θ (XRD Bragg angle), E (Young's modulus), T (temperature) etc. Subscripts and superscripts used to qualify symbols follow the same rules, e.g. T_m for melting temperature (see also Section 10 Formulae). If a character needs to be italic it should be italic whenever it is used whether in equations, text, figures or tables. Bold text should be reserved for main headings, vectors and tensors.

6. Hyphens and dashes

When connecting words use a hyphen if the first word qualifies the second, a longer dash if the words are simply being linked, e.g. stress-induced transformation (hyphen), stress–strain curve (this symbol is called an “en dash” and should be used wherever a long dash is required); specific compositions use a hyphen, e.g. Hf-12Si (wt.%) whilst general systems use a dash, e.g. Hf–Si phase diagram. Quantity ranges and terms involving two different names should use an en dash, e.g. 600–750 K, Hall–Petch equation.

7. Figures and tables

Figures and tables **should not** be placed in the main text; you may, if you wish, indicate approximately where in the text you would like them to appear. They should be included in separate files. All common image file types are accepted but NOT pdf. Please keep to sensible

and manageable file sizes and image resolutions; remember that these images are going onto part of an A4 journal page not a large poster. When including graphs, please make an image of the final graph instead of using files containing all the original data as these are unnecessarily large.

Micrographs should have the automatic instrument data bars removed and a clear plain scale bar added. A normal, unenhanced font should be used for figure and axis labels; symbols on graphs should be italic where appropriate and units on axis labels should be in round brackets. Remember always to use decimal points not commas for fractions in axis labels. When referring to particular tables and specific sections of the paper always use the full word with a capital letter: Table 1 or Section 2.2. (Tab. and Sect. should not be used). When referring to particular figures, references or equations at the beginning of a sentence, the capitalised full words Figure 3, Reference [4] or Equation (5) should be used. In the rest of the text use the abbreviations Fig. 3, Ref. [4] or Eq. (5). A figure with more than one image should be referred to as Figure 6a and b or Fig. 7a–d as appropriate; for references to multiple figures use Figures 8 and 9 or Figs. 10–12 etc. Equations follow the same style but remember always to use round brackets for the numbers.

8. References quoted in the text, figures and tables (see also Section 7. Figures)

References should be quoted in sequence in the text, using the following structure:

- i. Sole author: last name and Ref. number (using square brackets), e.g. Smith [1] found...
- ii. Two authors: both last names and Ref. number, e.g. Smith and Jones [2] showed that...
- iii. More than two authors: first author last name plus et al. and Ref. number, e.g. Smith et al. [3] calculated... (don't forget that the "al." is an abbreviation and needs a full stop).
- iv. Sequences of references should be separated by an "en dash", e.g. Refs. [1–6]. (Do not list every Ref. number in a sequence).
- v. Multiple non-consecutive reference numbers should be separated by a comma and a space, e.g. [1, 6, 13], always in numerical order.

9. Nomenclature

Chemical nomenclature should be consistent with the practice of Chemical Abstracts (see "Index Guide," 1977, and "Supplement," 1977–1979). Trivial names often are shorter and more

commonly understood, but they may be used only after being introduced together with the systematic names.

Chemical formulae and names as well as the names of organisms must be unambiguous and in accordance with the relevant international recommendations, cf. IUPAC (1993) *Quantities, Units and Symbols in Physical Chemistry*, 2nd edn., Blackwell Scientific, Oxford and ISO (1993) *International Vocabulary of Basic and General Terms in Metrology*, Geneva.

Trade names should be avoided: abbreviations and uncommon symbols should be explained at first mention. If proprietary substances, materials and instruments are mentioned, the correct designation and the manufacturer's name should be given. Where the manufacturer is not well known, the address should also be included.

Enzymes should be identified by the name and EC number recommended by the Enzyme Commission. EC numbers should be given on first mention in the abstract and in the text. *Enzyme Nomenclature, Recommendations (1992) of the IUPAC-IUB* is available from Academic Press, New York and London.

10. Formulae, equations and symbols

Formulae should be written on separate lines and be numbered in round brackets:

$$y = f(x) \quad (1)$$

Refer to the equations as Eq. (1) etc. (see also Section 7. Figures). If equations are used in the text use *a/b*.

Please do not use punctuation around equations as, whilst technically grammatically correct if the equation appears in the middle of a sentence, punctuation symbols can cause confusion. When using an equation editor please ensure that symbol sizes are consistent throughout the paper. Always use spaces around symbols such as +, −, = etc. in equations. Use italics only for symbols with values (variable or constant), see also Section 5. Always use a proper minus sign (−), not a hyphen (-) including for indices, and use a proper multiplication sign (×), not the letter x.

11. Units and numbers

SI units should be used throughout unless a non-SI unit is commonly accepted or is clearer, e.g. temperatures can be in °C (always use a proper degree sign) although heating/cooling rates and temperature differences are always in K. Use J m⁻² instead of J/m² and use a space or “middle

dot" between units, i.e. J m^{-2} or $\text{J}\cdot\text{m}^{-2}$. Always use a space between the number and the unit, e.g. 5 %, 600 K, 27 m s^{-1} etc.

Compositions expressed as percentages should clearly indicate the basis used, i.e. at.%, wt.%, mol.% or vol.%. Note the separation by full stop only; spaces are used to separate the composition, e.g. 5 wt.% Surfactant A

Make sure that decimal fractions use a decimal point not a comma, i.e. 3.1415 not 3,1415.

Powers of 10 should be indicated by 10x not 1 E x; thousands should be separated by a thin, no-break space, not a comma: 100 000.

12. Footnotes

Authors may use footnotes in order to add a necessary explanation, description etc. where leaving it in the text would disrupt the flow of the paper. However, footnotes should be used sparingly and authors should consider carefully whether the information should actually appear in the main text or even not at all.

If you have any questions about how to prepare or submit your paper to TSD, please e-mail the editorial office at tenside@hanser.de