

## The instructions should be read carefully before preparing the manuscript

### A. General

The author(s) transfer(s) the copyright to his/her article to Springer-Verlag effective if and when the article is accepted for publication. The copyright covers the exclusive and unlimited rights to reproduce and distribute the article in any form of reproduction (printing, electronic media or any other form); it also covers translation rights for all languages and countries. For U.S. authors the copyright is transferred to the extent transferable.

Manuscripts should be submitted in **duplicate**:

- (i) either to the **Editor** who, in the opinion of the author, is most closely concerned with the subject matter of the paper (this should be the rule);
- (ii) or to the **Chief Editor**.

Submission of diskettes is encouraged, but these should not be sent until any changes requested during the reviewing process have been entered and authors have been notified of acceptance for publication. Authors are requested to follow the instructions printed in the journal for preparation of diskettes.

Papers submitted for publication should preferably be written in **English**.

Authors who prepare their papers with T<sub>E</sub>X are encouraged to ask for Springer-Verlag's T<sub>E</sub>X macropackages, called P<sub>J</sub>ourlg (plain-T<sub>E</sub>X) and L<sub>J</sub>ourl (L<sup>A</sup>T<sub>E</sub>X), either by letter to Springer-Verlag or by e-mail to

svserv@vax.ntp.springer.de

– Springer-Verlag's e-mail server address. This message must contain one (several) of the following commands

for P<sub>J</sub>ourlg: `get /tex/plain/pjourlg.zip`

for L<sub>J</sub>ourl: `get /tex/latex/ljourl.zip`

After the manuscript has been accepted by the editor(s) the author must send in to the **Chief Editor** a disk containing the text in final form as well as any additional macro definitions used by the author, together with a printout for reference. It is important to ensure that the text is identical in the hard copy and in the soft copy. The production time for papers submitted in this form can be reduced considerably.

Authors who have written their papers in T<sub>E</sub>X but have not, for whatever reasons, used Springer-Verlag's macros should likewise

send in a disk and corresponding hard copy. Springer-Verlag will then decide on a case-by-case basis whether it makes sense economically to work from the T<sub>E</sub>X files.

To facilitate communication between the authors, editors and publisher, the author should furnish a **fax number** and/or **e-mail address** on the title page of the manuscript. Each paper should be preceded by a **short abstract** in English.

Please submit one original manuscript typed on one side of the sheet only (in double spacing with wide margins) plus 2 copies photocopied on both sides to keep postage charges at a minimum. In order to reduce mailing costs, rejected manuscripts will not normally be returned (with the exception of original illustrations). Normally only printer's errors should be corrected in the proofs. A **charge** is made for **extensive changes** not due to typesetting errors, introduced at the proof stage.

Formulae should be printed or typed whenever possible. Dot matrix printer output is not accepted unless clearly legible.

**Illustrations** and diagrams should be submitted on separate sheets and not included in the text. They should be good quality and drawn in India ink using clean uniform lines. Computer-drawn figures are acceptable provided they are of comparable quality. Lines and curves must be smooth. Lettering 2 mm high is recommended. The publisher reserves the right to reduce or enlarge illustrations and diagrams. The author should indicate in the margin of the manuscript where illustrations and diagrams are to be inserted.

**Footnotes**, other than those referring to the title of the paper, should be avoided. If absolutely necessary, they should be numbered consecutively and placed at the foot of the page on which they occur (not at the end of the article).

On the first page of the manuscript a short **running title** should be provided (not to exceed 70 characters, including spaces).

The **list of references** at the end of the paper should always be in alphabetical order and include the names and initials of all authors, and years of publication (see examples below). Names of journal and book series should be ab-