

## 1 **Abstract**

2 Authors using a “what you see is what you get” word processor such as Microsoft Word  
3 should avoid fancy formatting. A single column file, with “ragged right” formatting, like  
4 this one, is desired. The manuscript will be professionally typeset by Elsevier, and the  
5 simpler the input, the easier their task. *Don't over-think or over-do this; if in doubt, err*  
6 *on the side of simplicity.* Use automatic line numbering so that referees and editors can  
7 work more precisely. Structure the document with numbered headings, subheadings, and  
8 so forth. (Do not include the abstract in the heading-numbering scheme.) Tables and  
9 equations should be prepared using the program's table or equation features, not imported  
10 from elsewhere as graphics. The website shown in Ref. [1] has many details on what to  
11 do, and what to avoid, when formatting. Examining recent issues of NIM-A will also  
12 clear up many questions.

## 14 **1. Summary Instructions for Wordprocessing Software such as Microsoft Word**

### 15 **1.1. Formatting**

16  
17 These instructions are modified from those on Elsevier's NIM-A website.[1] It is  
18 important that the file be saved in the native format of the wordprocessor used. The text  
19 should be in single-column format. The electronic text should be prepared in a way very  
20 similar to that of conventional manuscripts (see also the Guide to Publishing with  
21 Elsevier: [http://www.elsevier.com/wps/find/authorsview.authors/landing\\_main?tab=3](http://www.elsevier.com/wps/find/authorsview.authors/landing_main?tab=3)).

22  
23 Keep the layout of the text as simple as possible. Most formatting codes will be removed  
24 and replaced on processing the article. In particular, do not use the wordprocessor's  
25 options to justify text or to hyphenate words. However, do use bold face, italics,  
26 subscripts, superscripts etc.

27  
28 Do not embed "graphically designed" equations or tables, but prepare these using the  
29 wordprocessor's facility. When preparing tables, if you are using a table grid, use only  
30 one grid for each individual table and not a grid for each row. If no grid is used, use tabs,  
31 not spaces, to align columns.

32  
33 Do not import the figures into the text file but, instead, indicate their approximate  
34 locations directly in the electronic text and on the manuscript. *{For the refereeing cycle,*  
35 *ignore that instruction, and instead, do embed figures and their captions.}* See also the  
36 section on Electronic Illustrations.

## 38 **2. References**

39 [1] <http://preview.tinyurl.com/NIM-A-author-instructions>