

Guide for Authors

1. General

Please consult this Guide for Authors for further details on the requirements for submitting your paper to the *International Journal of Mass Spectrometry*. The guidelines described in this document should be adhered to carefully, to ensure high-quality and rapid publication of your manuscript. All information for authors can be found online at the Journal's Author Gateway, <http://authors.elsevier.com/journal/ijms>

Aims & scope of the *International Journal of Mass Spectrometry*:

The *International Journal of Mass Spectrometry* (IJMS) invites papers in all fundamental aspects of mass spectrometry and ion processes, including instrumental developments and applications in biology, chemistry, geology and physics.

IJMS welcomes the following types of papers:

Full length articles: Comprehensive description and discussion of original research investigations; the experimental techniques must be described in detail

Accelerated Communications: Brief reports (normally no longer than 4 printed pages or 2000 words) of significant, original and timely research. In considering the suitability of an Accelerated Communication for publication, the editors pay particular attention to the originality of the research performed and the desirability of rapid publication. Accelerated Communications will be published within 8–10 weeks after acceptance of the article by the editor concerned.

Reviews: Timely, critical reviews will focus on recent developments while keeping historical documentation to a minimum. Reviews will often be solicited, but prospective authors are also encouraged to contact the editors or editorial board members regarding the appropriateness of the subject matter. In general, the length should not exceed 30–40 printed pages.

It is essential that the authors provide a fax number and e-mail address when submitting a manuscript. Articles must be written in good English.

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible

authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher.

Upon acceptance of an article, authors will be asked to transfer copyright (for more information on copyright see <http://authors.elsevier.com>). This transfer will ensure the widest possible dissemination of information. An e-mail will be sent to the corresponding author confirming receipt of the manuscript with a form facilitating transfer of copyright, attached.

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Should authors be requested by the editor to revise the text, the revised version should be submitted within three months. After this period, the article will be regarded as a new submission.

2. Submission

2.1. Online submission to the journal prior to acceptance

Submission for all types of manuscripts to the international Journal of Mass Spectrometry proceeds totally online via our Elsevier Editorial System (EES) website at <http://ees.elsevier.com/ijms>. Authors may also upload their papers via the "Author Gateway" page of this journal (authors.elsevier.com/journal/ijms), where there is also a detailed description of its use.

When submitting via the EES website, you will be guided through the creation and uploading of various files and data, as well as a submission letter and the names and addresses (including email) of at least three possible referees. The last stage of submitting your manuscript is selecting one of our editors (see information below) who you wish to handle your manuscript. Various formats are permitted for the initial submission, including PDF files. The final revision must be as a Word or other suitable word processor document. When a Word or equivalent document is uploaded as the initial submission, the system automatically generates an electronically (PDF) proof, which is then used for reviewing. All correspondence, including the editor's request for revision and final decision, will be by e-mail.

Should authors be requested by the editor to revise the text, the revised version should be submitted within three months. After this period, the article will be regarded as a new submission.

2.2. Online electronic submission checklist

Ensure that the following items are present:

- One author designated as corresponding author:
 - E-mail address
 - Full postal address
 - Telephone and fax numbers
- All necessary files have been uploaded
- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations:

- Manuscript has been “spell checked”
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Web)

2.3. Submission to the journal, not online, prior to acceptance

If submission via the website is not possible, submit one paper copy plus diskette or send a single electronic file (with embedded figures and tables) to one of our editors.

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2.4. Submission checklist, for non-online submission

Ensure that the following items are present:

- One author designated as corresponding author:
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 - Full postal address
 - Telephone and fax numbers
- Disk is enclosed
- The electronic version and the hardcopy of the manuscript are identical
- Disk has been labelled with:
 - Article details (first author, first words of title)
 - File name(s)
 - Media format (e.g., PC, Mac)
 - File format (e.g., Word, LaTeX)
- All text pages
- Keywords

- Original artwork (high-quality prints)
- All figure captions
- All tables (including title, description, footnotes)

Further considerations:

- Manuscript has been “spell checked”
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Web)
- Colour figures are clearly marked as being intended for colour reproduction or to be reproduced in black-and-white

For any further information please contact the Author Support Department at authorsupport@elsevier.com

3. Electronic format requirements for accepted articles

3.1. General points

We accept most word-processing formats, but Word, WordPerfect or LaTeX is preferred. An electronic version of the text should be submitted together with the final hardcopy of the manuscript. The electronic version must match the hardcopy exactly. Always keep a backup copy of the electronic file for reference and safety. Label storage media with your name, journal title, and software used. Save your files using the default extension of the program used. No changes to the accepted version are permissible without the explicit approval of the Editor. Electronic files can be stored on $3\frac{1}{2}$ inch diskette, ZIP-disk or CD (either MS-DOS or Macintosh).

3.2. Word processor documents

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. Do not embed ‘graphically designed’ equations or tables, but prepare these using the word processor's facility. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Author Gateway's Quick guide: <http://authors.elsevier.com>). Do not import the figures into the text file but, instead, indicate their approximate locations directly in the electronic text and on the manuscript. See also the section on *Preparation of electronic illustrations*.

To avoid unnecessary errors you are strongly advised to use the spell checker' function of your word processor.

3.3. LaTeX documents

If the LaTeX file is suitable, proofs will be produced without re-keying the text. The article should preferably be written using Elsevier's document class ‘elsart’, or alternatively the standard document class ‘article’.

The Elsevier LaTeX package (including detailed instructions for LaTeX preparation) can be obtained from the Author Gateway's

Quick guide: <http://authors.elsevier.com>. It consists of the files: elsart.cls (use this file if you are using LaTeX2e, the current version of LaTeX), elsart.sty and elsart12.sty (use these two files if you are using LaTeX2.09, the previous version of LaTeX), guidelines for users of elsart, a template file for quick start, and the instruction booklet "Preparing articles with LaTeX".

Although Elsevier can process most word processor file formats, should your electronic file prove to be unusable, the article will be typeset from the hardcopy printout.

4. Presentation of text

4.1. Presentation of manuscript

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors for whom English is a foreign language are strongly recommended to have the manuscript thoroughly checked and corrected before submission.

Italics are not to be used for expressions of Latin origin, for example, *in vivo*, *et al.*, *per se*. Use decimal points (not commas); use a space for thousands (10,000 and above).

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Print the entire manuscript on one side of the paper only, using double spacing and wide (3 cm) margins. (Avoid full justification, i.e., do not use a constant right-hand margin.) Ensure that each new paragraph is clearly indicated. Present tables and figure legends on separate pages at the end of the manuscript. If possible, consult a recent issue of the journal to become familiar with layout and conventions. Number all pages consecutively.

Provide the following data on the title page (in the order given):

- *Title.* Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- *Author names and affiliations.* Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.
- *Corresponding author.* Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.**

- *Present/permanent address.* If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.
- *Abstract.* A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand-alone. References should therefore be avoided, but if essential, they must be cited in full. Non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.
- *Keywords.* Immediately after the abstract, provide a maximum of 5 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.
- *Abbreviations.* Define abbreviations that are not standard in this field at their first occurrence in the article: in the abstract but also in the main text after it. Ensure consistency of abbreviations throughout the article.

N.B. *Acknowledgements.* Collate acknowledgements in a separate section at the end of the article and do **not**, therefore, include them on the title page, as a footnote to the title or otherwise.

4.2. Arrangement of the article

Subdivision of the article: Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, . . .), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text.' Any subsection may be given a brief heading. Each heading should appear on its own separate line.

- *Introduction.* State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.
- *Experimental/Materials and methods.* Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.
- *Theory and/or calculation.* A Theory section should extend, not repeat, the background to the article already dealt with in the Introduction and lay the foundation for further work. In contrast, a Calculation section represents a practical development from a theoretical basis. Include in figure legends and table texts technical details of methods used, while describing the methods themselves in the main text.
- *Results.*
- *Discussion.* This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

- *Conclusions.* The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.
- *Appendices.* If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: (Eq. A.1), (Eq. A.2), etc.; in a subsequent appendix, (Eq. B.1) and so forth.
- *Acknowledgements.* Place acknowledgements, including information on grants received, before the references, in a separate section, and not as a footnote on the title page.
- *Figure legends, tables, figures, schemes.* Present these, in this order, at the end of the article. They are described in more detail below. If you are working with LaTeX and have such features embedded in the text, these can be left, but such embedding should not be done specifically for publishing purposes. Further, high-resolution graphics files must be provided separately (see *Preparation of illustrations*).
- *Text graphics.* Present incidental graphics not suitable for mention as figures, plates or schemes at the end of the article and number them 'Graphic 1', etc. Their precise position in the text can then be defined similarly (both on the manuscript and in the file). See further under the section, *Preparation of illustrations*. If you are working with LaTeX and have such features embedded in the text, these can be left, but such embedding should not be done specifically for publishing purposes. Further, high-resolution graphics files must be provided separately (see *Preparation of illustrations*).

4.3. Specific remarks

Mathematical formulae. Present simple formulae in the line of normal text where possible. In principle, variables are to be presented in italics. Use the solidus (/) instead of a horizontal line,

e.g., X_p/Y_m rather than $\frac{X_p}{Y_m}$

Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separate from the text (if referred to explicitly in the text).

Footnotes. Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Many word processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves on a separate sheet at the end of the article. Do not include footnotes in the Reference list. Table footnotes: indicate each footnote in a table with a superscript lowercase letter.

Tables. Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

Nomenclature and units. Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI.

Preparation of supplementary data. Elsevier now accepts electronic supplementary material to support and enhance your

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4.4. References

Responsibility for the accuracy of bibliographic citations lies entirely with the authors.

Citations in the text: Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Citing and listing of web references. As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Text:

Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.

Example: ". . . . as demonstrated [3,6]. Barnaby and Jones [8] obtained a different result"

List:

Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

Examples:

Reference to a journal publication:

[1] J. van der Geer, J.A.J. Hanraads, R.A. Lupton, J. Sci. Commun. 163 (2000) 51–59.

Reference to a book:

[2] W. Strunk Jr., E.B. White, *The Elements of Style*, third ed., Macmillan, New York, 1979.

Reference to a chapter in an edited book:

[3] G.R. Mettam, L.B. Adams, in: B.S. Jones, R.Z. Smith (Eds.), *Introduction to the Electronic Age*, E-Publishing, Inc. New York, 1994, pp. 281–304.

Journal names should be abbreviated according to CAS (Chemical Abstracts Service): <http://www.cas.org/>

5. Preparation of illustrations

Illustrations can be prepared in black & white, greyscale or colour. Only use colour if it is necessary to convey a scientific message; otherwise it should be avoided. Colour artwork will be published without cost to the authors subject to the discretion of the Editor, and provided the artwork is of sufficient quality. Your colour artwork is published on ScienceDirect at no additional cost—regardless of whether the artwork appears in colour or black & white in print. Further information can be found at <http://authors.elsevier.com/> artwork. See also section 5.6 Colour Illustrations below.

5.1. Preparation of electronic illustrations

Submitting your artwork in an electronic format helps us to produce your work to the best possible standards, ensuring accuracy, clarity and a high level of detail.

General points:

- Always supply high-quality printouts of your artwork, in case conversion of the electronic artwork is problematic.
- Make sure you use uniform lettering and sizing of your original artwork.
- Save text in illustrations as “graphics” or enclose the font.
- Only use the following fonts in your illustrations: Arial, Courier, Helvetica, Times, Symbol.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files, and supply a separate listing of the files and the software used.
- Provide all illustrations as separate files and as hardcopy printouts on separate sheets.
- Provide captions to illustrations separately.
- Produce images near to the desired size of the printed version.

Files can be stored on $3\frac{1}{2}$ inch diskette, ZIP-disk or CD (either MS-DOS or Macintosh). This journal offers electronic submission services and graphic files can be uploaded via the Author Gateway page of this journal via <http://authors.elsevier.com/journal/ijms>.

A detailed guide on electronic artwork is available on our website: <http://authors.elsevier.com/artwork>. **You are urged to visit this site; excerpts from which are given below.**

Formats:

Regardless of the application used, when your electronic artwork is finalised, please “save as” or convert the images to one of the following formats (Note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

- EPS: Vector drawings. Embed the font or save the text as “graphics”.
- TIFF: Colour or greyscale photographs (halftones): always use a minimum of 300 dpi. For colour images always use CMYK.

- TIFF: Bitmapped line drawings: use a minimum of 1000 dpi.
- TIFF: Combinations bitmapped line/half-tone (colour or greyscale): a minimum of 500 dpi is required.
- DOC, XLS or PPT: If your electronic artwork is created in any of these Microsoft Office applications please supply “as is”.

Please do not:

- Supply embedded graphics in your word processor (spreadsheet, presentation) document;
- Supply files that are optimised for screen use (like GIF, BMP, PICT, WPG); the resolution is too low;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

5.2. Non-electronic illustrations

Provide all illustrations as high-quality printouts, suitable for reproduction (which may include reduction) without retouching. Number illustrations consecutively in the order in which they are referred to in the text. They should accompany the manuscript, but should not be included within the text. Clearly mark all illustrations on the back (or – in case of line drawings – on the lower front side) with the figure number and the author’s name and, in cases of ambiguity, the correct orientation.

Mark the appropriate position of a figure in the article.

5.3. Captions

Ensure that each illustration has a caption. Supply captions on a separate sheet, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

5.4. Line drawings

Supply high-quality printouts on white paper produced with black ink. The lettering and symbols, as well as other details, should have proportionate dimensions, so as not to become illegible or unclear after possible reduction; in general, the figures should be designed for a reduction factor of two to three. The degree of reduction will be determined by the Publisher. Illustrations will not be enlarged. Consider the page format of the journal when designing the illustrations.

Photocopies are not suitable for reproduction. Do not use any type of shading on computer-generated illustrations.

5.5. Photographs (halftones)

Please supply original photographs for reproduction, printed on glossy paper, very sharp and with good contrast. Remove nonessential areas of a photograph. Do not mount photographs unless they form part of a composite figure. Where necessary, insert a scale bar in the illustration (not below it), as opposed to giving a magnification factor in the legend.

5.6 Colour illustrations

Submit colour illustrations as original photographs, high-quality computer prints or transparencies, close to the size expected in publication, or as 35 mm slides. Polaroid colour prints are *not* suitable. Further information concerning colour illustrations and costs is available from *Author Support* (authorsupport@elsevier.com)

If, together with your accepted article, you submit usable colour figures then Elsevier will ensure, at no additional charge, that these figures will appear in colour on the web (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in colour in the printed version. For colour reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article. For further information on the preparation of electronic artwork, please see <http://authors.elsevier.com/artwork>.

Please note: Because of technical complications which can arise by converting colour figures to 'grey scale' (for the printed version should you not opt for colour in print) please submit in addition usable black and white prints corresponding to all the colour illustrations.

6. Proofs

When your manuscript is received by the Publisher it is considered to be in its final form. Proofs are not to be regarded as 'drafts'. One set of page proofs in PDF format will be sent by e-mail to the corresponding author, to be checked for typesetting/editing. No changes in, or additions to, the accepted (and subsequently edited) manuscript will be allowed at this stage. Proofreading is solely your responsibility. A form with queries from the copyeditor may accompany your proofs. Please answer all queries and make any corrections or additions required.

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7. Offprints

Twenty-five offprints are provided free of charge to the corresponding author. Extra offprints can be ordered at prices shown on the offprint order form.

8. US National Institutes of Health (NIH) voluntary posting ("Public Access") policy

Elsevier facilitates author response to the NIH voluntary posting request (referred to as the NIH "Public Access Policy"; see <http://www.nih.gov/about/publicaccess/index.htm>) by posting the peer-reviewed author's manuscript directly to PubMed Central on request from the author, 12 months after formal publication. Upon notification from Elsevier of acceptance, we will ask you to confirm via e-mail (by e-mailing us at NIHauthorrequest@elsevier.com) that your work has received NIH funding and that you intend to respond to the NIH policy request, along with your NIH award number to facilitate processing. Upon such confirmation, Elsevier will submit to PubMed Central on your behalf a version of your manuscript that will include peer-review comments, for posting 12 months after formal publication. This will ensure that you will have responded fully to the NIH request policy. There will be no need for you to post your manuscript directly with PubMed Central, and any such posting is prohibited.

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- post a pre-print version of the article on Internet websites including electronic preprint servers, and to retain indefinitely such a version on such servers or sites
- post a revised personal version of the final text of the article (to reflect changes made in the peer review and editing process) on your personal or institutional website or server, with a link to the journal homepage (on elsevier.com)
- present the article at a meeting or conference and to distribute copies of the article to the delegates attending such a meeting
- for your employer, if the article is a 'work for hire' made within the scope of your employment, your employer may use all or part of the information in the article for other intra-company use (e.g. training)
- retain patent and trademark rights and rights to any processes or procedure described in the article
- include the article in full or in part in a thesis or dissertation (provided that this is not to be published commercially)
- use the article or any part thereof in a printed compilation of your works, such as collected writings or lecture notes (subsequent to publication of your article in the journal)
- prepare other derivative works, to extend the article into booklength form, or to otherwise re-use portions or excerpts in other works, with full acknowledgement of its original publication in the journal.