



## Guide for Authors

### 1. General

Please consult this Guide for Authors for further details on the requirements for submitting your paper to the *Journal of Photochemistry & Photobiology A: Chemistry*. 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 on-line at the Journal's Author Gateway, <http://authors.elsevier.com/journal/jphotochem>

#### Journal of Photochemistry and Photobiology A: Chemistry (JPPA)

##### Aims & Scope

See also <http://www.elsevier.com/locate/jphotochem>

JPPA publishes Notes, Short Communications and Full-length Articles on chemical phenomena induced by interactions between light and molecules/matter, of all kinds. Organic, inorganic, biological, macromolecular, supramolecular integrated systems; semiconductor and metallic systems are all included, and the widest range of photochemistry disciplines is covered.

The scope includes studies of a broad range of processes in photochemistry such as energy, electron and proton transfer; quantum yield determinations and measurements of rate constants for primary and secondary photochemical processes; studies on steady-state and time-resolved emission; absorption and scattering spectroscopy applied to photochemistry; mechanistic investigation of photochemical reaction; and identification of the products of photochemical reactions. Topical areas covered by the journal include fundamental studies of condensed phase, gas phase and atmospheric photochemistry, synchrotron radiation chemistry and spin effects on photochemical processes. Reports on emerging areas like: solar energy conversion, environmental remediation, and related photocatalytic reactions are also welcome. In addition investigations of molecules in intense laser fields such as reactive intermediates; nonlinear photochemical behaviour; and ultra-fast relaxation (femtosecond laser research applied to photochemistry) are published. Furthermore, reports of studies employing microscopy in spectroscopy and photochemistry; single-molecule photochemistry and spectroscopy; nano-scale photochemical phenomena and laser micro/nano-processing are welcome as long as

the work contributes not only to photochemical applications but also to a basic understanding of molecular characteristics. JPPA also welcomes manuscripts on time-resolved X-Ray diffraction for probing photoinduced structural changes in chemical and biological reactions. Papers relating to polymerization, photodegradation or photostabilization of polymers, chemical aspects of phototherapy and the design of photoreactors will also be considered.

Prospective authors of review articles are kindly advised to consult the Journal of Photochemistry and Photobiology C: Photochemistry Reviews and follow manuscript preparation instructions as described at <http://www.elsevier.com/locate/jphotochemrev>.

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. Authors are required to suggest 3 names of experts in the field of research, for reviewing purpose.

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.

If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has pre-printed forms for use by authors in these cases: contact Elsevier's Rights Department in Oxford: phone: (+44) 1865 843830, fax: (+44) 1865 853333, e-mail: [permissions@elsevier.com](mailto:permissions@elsevier.com) Requests may also be made

on-line via the Elsevier homepage (<http://www.elsevier.com/locate/permissions>).

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 electronic submission to the journal prior to acceptance

Authors can upload their article as a *LaTeX*, *Microsoft® (MS) Word®*, *WordPerfect®*, *PostScript* or *Adobe® Acrobat®* PDF document via the 'Author Gateway' page of this journal (<http://authors.elsevier.com/journal/jphotochem>), where they will also find a detailed description on its use. The system generates an Adobe Acrobat PDF version of the article, which is used for the reviewing process. Apart from uploading separately, it is crucial that all graphical and tabular elements also be placed within the text, so that the file is suitable for reviewing. Authors, Reviewers and Editors send and receive all correspondence by e-mail and no paper correspondence is necessary.

Note: compuscripts submitted are converted into PDF for the review process but may need to be edited after acceptance to follow journal standards. For this an 'editable' file format is necessary. See the section on 'Electronic format requirements for accepted articles' and the further general instructions on how to prepare your article below.

### 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 (check that all 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

Three copies of the manuscript, including one set of high-quality original illustrations, suitable for direct reproduction, should be submitted. (Copies of the illustrations are

acceptable for the other sets of manuscripts, as long as the quality permits refereeing.)

Authors should send an electronic version of their article on disk or by e-mail to one of the addresses given below. This electronic version may be used for the reviewing process. In this case Authors, Reviewers and Editors send and receive all correspondence by e-mail and no paper correspondence is necessary.

Send your manuscript to one of the Editors. All authors **other than** those in the USA, Canada or Asia should submit their material to the **European Editor**:

#### Professor M. Martin

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Authors in the USA and Canada may submit their manuscripts to the **North American Editor**:

#### Professor R. Schmehl

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 Tulane University  
 New Orleans, LA 70118  
 USA  
 FAX: +1-504-865-5596  
 E-MAIL: russ@tulane.edu

Authors in Asia should submit their manuscripts to the **Asian Editor**:

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 Department of Applied Physics  
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 E-MAIL: masuhara@ap.eng.osaka-u.ac.jp

Note: electronic articles submitted may need to be edited after acceptance to follow journal standards. For this an 'editable' file format is necessary. See the section on 'Electronic format requirements for accepted articles' and the further general instructions on how to prepare your article below. Please submit, with the manuscript, the names and addresses of **3 or 4** potential referees.

### 2.4. Submission checklist, for non-online submission

It is hoped that this list will be useful during the final checking of an article prior to sending it to the journal's

editor for review. Please consult this Guide for Authors for further details of any item.

Ensure that the following items are present:

- One author designated as corresponding author:
  - E-mail address;
  - 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](mailto: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 3½ 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. Authors in Japan kindly note that, upon request, Elsevier Japan will provide a list of people who can check and improve the English of an article before submission. Contact our Tokyo office: Elsevier K.K., Editorial Service, 4F Higashi-Azabu, 1-Chome Bldg, 1-9-15 Higashi-Azabu, Minato-ku, Tokyo 106-0044, Japan; tel.:

+81-3-5561-5037; fax: +81-3-5561-5047; e-mail: jp.info@elsevier.com.

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).

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 lower-case 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, without reference to the reference list. 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 scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, movies, animation sequences, high-resolution images, background datasets, sound clips and more. Supplementary files supplied will be published online alongside the electronic version of your article in Elsevier web products, including ScienceDirect: <http://www.sciencedirect.com>. In order to ensure that your submitted material is directly usable, please ensure that data is provided in one of our recommended file formats. Authors should submit the material in electronic format together with the article and supply a concise and descriptive caption for each file. For more detailed instructions please visit our Author Gateway at <http://authors.elsevier.com>.

Files can be stored on 3½ inch diskette, ZIP-disk or CD (either MS-DOS or Macintosh). This journal offers electronic submission services and supplementary data files can be uploaded via the Author Gateway page of this journal via <http://authors.elsevier.com>.

#### 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 *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 3½-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/jphotochem>

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

#### 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/halftone (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 non-essential 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)

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. 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.

The Publisher reserves the right to proceed with publication if corrections are not communicated within 2 days, 48 hours, of receipt of the proofs. Should there be no corrections, please confirm this.

Elsevier will do everything possible to get your article corrected and published as quickly and accurately as possible. In order to do this we need your help. When you receive the (PDF) proof of your article for correction, it is important to ensure that all of your corrections are sent back to us in one communication. Subsequent corrections will not be possible, so please ensure your first sending is complete. Note that this does not mean you have any less time to make your corrections, just that only one set of corrections will be accepted.

## 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. More information

Visit the Author Gateway from Elsevier (<http://authors.elsevier.com>) for the facility to track accepted articles and set up e-mail alerts to inform you of when an article's status has changed. The Author Gateway also provides detailed artwork guidelines, copyright information, frequently asked question and more.

Contact details for questions arising after acceptance of an article, especially those relating to proofs, are provided after registration of an article for publication.