

## SPHERIC newsletter – guide for authors

Researchers interested in publishing their works in the SPHERIC newsletter must carefully follow the indications below. Additionally, examples of newsletters with contributions following the appropriate format can be downloaded from SPHERIC's website: <http://www.spheric-sph.org/newsletters>

Contributions should be sent to the newsletter editor [xiangyu.hu@tum.de](mailto:xiangyu.hu@tum.de).

Manuscript should be prepared using a text editor (.doc, docx and .odf files are accepted). *Please do not use Latex* and do not format your text in any way, it will be done by the newsletter editor. In particular:

- do not use hard tabs, and limit the use of hard returns to only one return at the end of a paragraph
- do not add any kind of pagination anywhere in the paper
- do not divide the text in different sections
- bold or italic can be used for relevant sentences.

### Length of the contribution

Contributions should not exceed 3000 characters (including spaces) and 2 figures. Longer contributions will be occasionally accepted when dealing with important topics or significantly interesting figures, and subject to the approval of the Steering Committee.

### Title and authors

Title and authors must be written according to this example:

Title (preferably 1 line)

Author #1 & Author #2, Name of the 1<sup>st</sup> institute, email, full postal address, country

Author #3, Name of the 2<sup>nd</sup> institute, email, full postal address, country

### Figures

Figures should be numbered sequentially, and they must be referred in the text by "figure 1". Figures and their captions should be put at the end of the manuscript (one page for each figure with its relative caption) and not inserted in the text. All figures have to be sent as separate files.

Figure resolution: Line art of 600-1000 dpi, Images 300 dpi

Figure format: EPS, PDF, TIFF, JPEG, PNG formats are accepted.

### Tables

**The use of Tables is discouraged**, if a table has to be created using word and not included as images. Each table must be referred in the text by "Table 1". Tables and their captions should be put at the end of the manuscript (one page for each Table with its relative caption) and not inserted in the text.

## References

References should be put at the end of the paper, following the format indicated below. All references must be referred in the text by the name of the first author and the year, e.g. "Balsara, 1995".

## Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or heads unless they are unavoidable.

## Units

Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) English units may be used as secondary units (in parentheses). An exception would be the use of English units as identifiers in trade, such as "3.5inch disk drive".

Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.

Do not mix complete spellings and abbreviations of units: "Wb/m<sup>2</sup>" or "webers per square meter", not "webers/m<sup>2</sup>". Spell out units when they appear in text: ". . . a few henries", not ". . . a few H".

Use a zero before decimal points: "0.25", not ".25". Use "cm<sup>3</sup>", not "cc". (bullet list)

## Equations

**Use of Equation is discouraged** and they must be inserted in the text only if it is considered strictly necessary. Please use the Equation Editor programme (Insert>Equation in Word), and not Equation 3.0 (Insert>Object>Microsoft Equation). Do not to treat the equation as a graphic.

Number equations consecutively. Punctuate equations with commas or periods when they are part of a sentence.

Use "inline" mode to embed a mathematical expression such  $\sum_j \nabla W_{ij} m_j / \rho_j$  in the text. If using Insert>Equation in Word, use the default font. Be sure that the symbols in your equation have been defined before or immediately following the equation. Use "(1)", not "Eq. (1)" or "equation (1)", except at the beginning of a sentence: "Equation (1) is . . ."

## Some Common Mistakes

The word "data" is plural, not singular.

The subscript for total quantities P<sub>0</sub>, and other common scientific constants, is zero with subscript formatting, not a lowercase letter "o".

A graph within a graph is an "inset", not an "insert".

The word *alternatively* is preferred to the word *alternately* (unless you really mean something that alternates).

Do not use the word *essentially* to mean *approximately* or *effectively*.

In your paper title, if the words *that uses* can accurately replace the word *using*, capitalize the *u*; if not, keep *uses* in lower case.

Be aware of the different meanings of the homophones *affect* and *effect*, *complement* and *compliment*, *discreet* and *discrete*, *principal* and *principle*.

Do not confuse *imply* and *infer*.

The prefix *non* is not a word; it should be joined to the word it modifies, usually without a hyphen.

There is no period after the *et* in the Latin abbreviation *et al.*.

**References:**

Balsara, D.S. (1995), von Neumann stability analysis of Smoothed Particle Hydrodynamics – Suggestions for optimal algorithms, *J. Comp. Phys.* 121: 357.

Howell, B.P. and Ball, G.J. (2002), A free-Lagrange augmented Godunov method for the simulation of elastic–plastic solids, *J. Comp. Phys.* 175: 128.

Place here figure 1

**Figure 1** – Caption of figure 1.