

Progress in Colloid & Polymer Science

Instructions to authors

Papers should be submitted to the designated guest editor.

General

For your information: 3 manuscript pages comprise about 1 printed page including figures and tables.

The submitted manuscripts must be written in English: Papers must report on original, unpublished work that is not being considered for publication elsewhere.

Each paper undergoes a process of review. It is therefore mandatory to submit your paper in triplicate (including one set of original figures).

Authors will be advised separately how to handle the page proofs; in any case, the corrected proofs should be returned to the publisher without delay (maximum 5 days). Changes in the text after acceptance of the paper create extra costs which will be charged to the author.

The corresponding author will receive 25 offprints free of charge. Additional offprints of each paper can be purchased at the time proofs are returned.

Manuscript preparation

1. **Manuscripts** have to be submitted in triplicate. Papers should be typed with wide margins on A4 or quarto paper of adequate density. The text should be double spaced throughout, including references, figure legends, table captions, and footnotes. Words should not be underlined for emphasis. Appropriate typefaces will be assigned during the editing process. All typed pages must be numbered consecutively, beginning with the title page. Manuscripts must be accompanied by the Copyright Transfer Statement.

2. **Manuscripts in electronic form** Submission on diskette is encouraged. Please do not transmit diskettes to the publisher until your manuscript has been reviewed and accepted for publication. Please follow the technical instructions for manuscripts and illustrations in electronic form.

3. **The placement of tables and figures** should be indicated in angled brackets in the left-hand margin of the manuscript printout.

4. **Footnotes** to the title of the paper should be indicated by asterisks; footnotes to the

text should be numbered consecutively. Footnotes to tables should be marked by lower-case letters.

Composition of papers

1. The **title page** should contain: the name(s) of the author(s), with all first names written out; the institute(s) at which the work was carried out, with all author affiliations indicated; the author to whom correspondence is to be sent; telephone, fax numbers and e-mail addresses.

2. In general, SI units should be used. **Chemical formulae** and nomenclature must be unambiguous and in accordance with the relevant international recommendations. Abbreviations and uncommon symbols should be explained at first mention.

3. An **abstract** must always be supplied. It should be no longer than 20 typewritten lines. This abstract should be carefully prepared since it is the source for most documentation service. It should be a summary of the whole paper, not the conclusions alone.

4. **Key words:** Immediately following the Abstract no more than 5 key words are to be supplied. They should not simply be taken from the title, but should represent the content of the whole article and be characteristic of the terminology used within the particular field of study.

5. The **introduction** should be clear and brief and should include the relevant references.

6. In the **experimental sections** all materials used and the methods by which the results were obtained must be clearly described.

7. **Conclusion** should stress the major findings, outlining their significance and indicating any possible future applications.

8. **Acknowledgements** of financial support, technical assistance etc. may be given at the end of the main body of the paper.

9. **References** must be numbered consecutively as they are cited. Citations in the text should be by numbers in square brackets on the line of typing.

Book titles are given, but titles of journal articles are not. References should follow the examples below:

Unwin PR, Bard AJ (1992) J Phys Chem 96: 5035

Kaesche H (1990) Die Korrosion der Metalle. Springer, Berlin Heidelberg New York

Inzelt G (1994) Mechanism of charge transport in polymer-modified electrodes. In: Bard

AJ (ed) Electroanalytical chemistry, vol 18. Dekker, New York Basel Hong Kong, pp 89–241

10. All **equations** must be numbered sequentially in arabic numerals in parentheses on the right-hand side of the page.

11. **Tables** should be submitted on separate sheets and numbered consecutively throughout.

12. **Figures** should also be submitted on separate sheets. Colour illustrations will be accepted; however, the authors will be expected to make a contribution towards the additional costs (approx. DM 1200.00 for the first and DM 600.00 for each additional page). The captions should be presented together on separate sheets. Colour figures can be included in the electronic version free of charge, these will however appear in black and white in the print edition.

Line drawings are preferable to photographs. Photocopies are not suitable for reproduction. Inscriptions should be clearly legible. Illustrations prepared in digital form must be in accordance with the technical instruction for manuscripts and illustrations in electronic form that is published in this journal.

13. Extended tables, colour figures, 3D data sets, molecular structures, video clips, multimedia, audio recordings, etc. can be distributed as **Supplementary Material** accessible over the World Wide Web. If submitted in electronic form, this material will be put on Springer-Verlag's server and will be accessible free of charge through the World Wide Web under:
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