A BRIEF GUIDE TO PREPARING A MANUSCRIPT FOR PUBLICATION IN THE ANNALS OF THE NEW YORK ACADEMY OF SCIENCES

John E. Smith^a and Hans Rosenblatt^b

^aWayne State University School of Medicine, Detroit, Michigan 48201, USA ^bUniversity of Cambridge, Cambridge, CB2 3QZ, UK

These guidelines aim at the uniform presentation of all the papers of the VIM-01 SYMPOSIUM VISUALIZATION AND IMAGING IN TRANSPORT PHENOMENA (May 12-17, 2002 - Belek, Antalya, Turkey), which will be published in the Annals of the New York Academy of Sciences. Please adhere to these guidelines and send the final text by March 1, 2002 to Professor Sam Sideman¹, E-mail: *sam@biomed.technion.ac.il*

KEYWORDS: Imaging, Visualization, Instructions, Accuracy, Time-table

PAPER LENGTH

Papers should be a maximum of 6 single-spaced pages, e.g. 4 Pages text + 4 Figures, or 5 text Pages + 2 Figures. Keynote papers may be about 8 single-spaced pages; e.g. 6 Pages text + 4 Figures, or 7 Text pages + 2 Figures. The text area is $5\frac{1}{2}$ inches wide by $8\frac{3}{4}$ inches long; all material must be kept within this area. The type size is 11 point font. The typeface of choice is <u>Times Roman</u> or its closest equivalent. The type sizes specified should yield 47 lines per page, with approximate 83 characters per line.

EDITORIAL

Please number the hard copy pages by non-reproducible blue pencil on the lower right-hand corner.

It is imperative that the text is in good English with respect to spelling, verb agreement and grammatic al construction. <u>Abbreviations</u> must be defined when first used in the text.

¹⁾ Dept. of Biomedical Engineering, Technion, IIT, Haifa 32000, Israel Tel: 972-4-829 4139; Fax: 972-4-823 4131

TEXT FORMAT

The paper should follow the format of the Extended Abstract (e.g. this document).

TITLE Authors' Names, and *affiliations* (*italics*): The title is in 18-point boldface, flush left and placed 2 lines down from the top of the image area. The title may be one or more lines long, single-spaced. Skip 3 lines and enter the authors' names, flush left, in 11-point upper and lower case letters. Skip 2 more lines and give the affiliations in 11-point italics, flush left, adding extra space if there is more than one institution, and including the city and state and postal codes. If an author's current address is different from where the work was done, provide the current address or the address for correspondence in a footnote. The authors' names should bear superscript italic letters if there is any ambiguity about who is at what institution.

Skip 2 lines and **start the 'abstract' with no indentation, and no heading**, giving in one or two paragraphs the WHAT, WHY, HOW as short introduction (abstract). Second Para should be indented.

HEADINGS & TEXT

Each first-level heading (e.g., **INTRODUCTION**, **METHODOLOGY**) should be in 11-point boldface capital letters and centered with additional space above and below. Second-level headings (e.g., **Number of Experiments**) should be 11-point boldface upper- and lowercase italics <u>centered</u>.

SUMMARY

End with a short summary, including major conclusions.

ACKNOWLEDGMENT

Place acknowledgment before the References.

Footnotes: No footnotes unless critical. Use an 8-point footnote at the bottom of the appropriate page with extra spacing above it.

Photographs & Figures: The publisher requires that all figures be submitted as a good, glossy print of halftone (greyscale) or continuous tone (pictures) and/or good laser prints of linecut (black and white) illustrations. The publisher will convert color photographs to black & white. If electronic files are used, they should be on disk: zip disk or CD. Furthermore, pictures should not be embedded in the text. (The size of pictures embedded in the text is too small for the pictures to be useful, even after they have been extracted). You must identify each figure, either in hard copy or in disk, by First Author, Session No., Fig. No.

Illustrations: <u>Line</u> art (i.e., black and white) is to be professionally prepared and made to a size that will sustain a 15% reduction; for <u>all line art</u> make sure that the type is crisp and clear and dark black and that the type is neither too large nor too small (it should only be a point or two below and two to four points above the text size). For photographs (i.e., half- or continuous tones), please create an empty box of the intended size in the appropriate place and include a print (with crop marks indicated) so that we may have it reduced by the printer and a negative made for stripping in at the time of plate-making. Please place a reduced Xerox copy or photostatic copy of the art in place with the letters FPO ("for position

only") scrawled across; this is an aid to the printer in correctly placing and orienting the picture at the time of negative-making.

Legends : Captions for illustrations should be set 10/11, either 5½ or 8¾ inches wide, depending on whether the illustration has a horizontal ("portrait") or vertical ("landscape") orientation.

Tables: Tables are given Arabic numerals and, like illustrations, are best placed at the tops and bottoms of the pages closest to their mention. In addition, tables are to be set full width horizontally (i.e., $5\frac{1}{2}$ inches wide) or vertically ("broadside") (i.e., $8\frac{3}{4}$ inches wide).

REFERENCES

Superscript numbers, sequentially listed as they occur in the text, should note references in the text. References should be set single-spaced in 10-point type at the end of the paper. Please use the following paradigms:

- 9. Stiefel R, Hitchkock J, Fink A. 1997. Stability in gravitational theories. *Annual. Rev. Astron. Astrophysics*. **32:** 582-587.
- 10. Malomai S. et al.* 1998. Phys. Rev. Lett. 29: in press.
- 11. Trietler SK, 1998. Phys. Rev. Lett. in press.
- 12. Kimbell GC, Tannenbaum J. 1996. In Proc. of the Eighth Intl. Congress on Astrophysics, Tokyo, Japan, May 6-8, 1989 [abstract], p. 89.
- 13. Kimballi GC, Tannenbaum J. 1997. Red dwarves. In Proc. of the Eighth Intl Congress on Astrophysics, JM Schneider, ed.: 18-22, John Wiley, New York.
- 14. Roger JT, 1992. Personal communication.
- 15. Garabedian, M. 1987. In: *Electromagnetic Fields*. S Bohall, M Tice, eds.: 18-22. Princeton University Press. Princeton, NJ.
- 16. Mehata L, Ed. Large Optical Telescopes. Remaux Publishing Co. Woodbridge, CT.
- 17. Bludau, S. 1990. In: Annual Findings in Particle Physics. K Mayer, ed. Vol. 24: 17-24. Annual Findings Press. Accord, NY.

ADDENDUM

Copyright

Please sign (in Antalya, at latest) copyright transfer agreement with your manuscript. If you are reprinting a figure from another journal, please forward a letter of permission from the journal or other copyright holder.

Additional Information

On a separate page, please provide 1) the complete name, title/degree and address of all authors, indicating the corresponding author's e-mail address 2) a short running title (no more than 35 characters including spacers)

Use "et al" for more than 3 authors.

COPYRIGHT TRANSFER AGREEMENT

Copyright to the article entitled:

authored by:

is hereby transferred to The New York Academy of Sciences (for US government employees: to the extent transferable), effective if and when the article is accepted for publication in the *Annals*. The author(s) guarantees that the manuscript furnished has not been previously published in this exact form and that he/she has the right to publish the manuscript.

The authors reserve the following rights:

- 1. All proprietary rights other than copyrights, such as patent rights.
- 2. The right to grant permission to third parties to republish all or part of the article or translations thereof. In the case of whole articles, such third parties must obtain written permission from The New York Academy of Sciences, as well. However, The New York Academy of Sciences may grant rights with respect to journal issues as a whole or in part.
- 3. The right to use all or part of this article in future works of their own, such as lectures, press releases, reviews, text books, or reprint books.

To be signed by at least one of the authors (who agrees to advise the others, if any), or, in the case of a "work made for hire," by the employer:

(Signature)

(Print name)

(Title, if not Author)

(Date)

The signed statement must be received by the editor's office before the manuscript can be accepted for publication.