

INSTRUCTIONS FOR PRODUCING A MANUSCRIPT FOR THE CAMBRIDGE SYMPOSIUM

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MAIN HEADING - INTRODUCTION

At http://www.lumiweb.com/sym2002/instruct_manu1.html you will find general instructions. Please print and read these before starting to prepare your manuscript, particularly the sections about producing it in Word for Windows ONLY.

All the text must be in 10pt Times New Roman or Times Roman. The title should be on the first line and be in capitals (uppercase), bolded and centred. Leave one blank line, and enter names of authors in uppercase, centred but not bolded. Firstnames are optional. No period (full stops) after initials and no AND between last two authors. Avoid splitting the Firstname (or initials) and Lastname across two lines. Then on the next line include the authors' addresses in italics and centre these. Again avoid awkward splits of the address across two lines. If you wish to include an email address put it on a separate line. Then leave two blank lines and type your first heading against the left margin. It should be in capitals (uppercase) and bolded. Do not number the headings and do not put a period (full stop) after the heading.

This is a new paragraph. Start it with an Indent/Tab of 8mm. Do not use a Tab for the paragraph which starts immediately after a heading or subheading. Do not leave a blank line after a heading. Subheadings may be used and should be bold and commence with a capital letter. Precede each new heading with a blank line. Do not precede subheadings with a blank line.

This is an example of a subheading

You are allowed FOUR PAGES for your manuscript (including all text, figures, tables etc.) which should be in its final draft form. The publisher will take a printed copy from the Editors and photograph it to produce the Proceedings volume. Please provide the Editors with a file (Word only) in the format designated in the "Instructions to Authors" section. This is very important. The file is required if the Editors need to edit the manuscript. Otherwise they will use your original hard copy printout. The size of the volume will measure 8.5 by 6 inches (21.5 by 15.25 cm).

FORMATTING

Please use A4 or US Letter size pages. The downloadable template for Word (from the web site at http://www.lumiweb.com/sym2002/instruct_manu1.html) will automatically give you most of the formatting you need. Use headings such as INTRODUCTION, METHODS, RESULTS, ACKNOWLEDGMENTS and REFERENCES. If these do not fit your requirements then please use your own.

Margins

For A4 paper, top and bottom 60mm, left and right 45 mm

For US Letter, top and bottom 51mm, left and right 48 mm

Justification

With exception of title, authors and their addresses, the entire text and references fully justified, so that there is a straight edge at left and right margin

Acceptable fonts

Only Times New Roman or Times Roman. Do not substitute any other.

Line spacing

Single line spacing. This should produce 42 ± 1 line per page (between correct margins). If it does not then adjust accordingly.

Indents and Tabs

An 8mm Tab should be used to indent new paragraphs, except the first after a **HEADING** or **Subheading** when there is no Indent. **DO NOT USE SPACES** where Tab or Indent is required.

Scientific units

Use only standard SI units. Examples, h, min, s; μL , mL, L; mol/L^{-1} , use degree sign for $^{\circ}\text{C}$ but not superscripted "o", $^{\circ}\text{C}$. Look at web page for more details.

FIGURES AND TABLES

Here is an example of a figure and its legend. When referring to a figure within the manuscript use the style ... please refer to Fig. 1 for details ... (not Fig 1 or Figure 1).



Figure 1. Wizard looking for luminescence

A maximum of five figures or graphs or tables or images. These should be centred between the margins. Use the Word Table tool to set up tables rather than using Tabs. Do not physically stick images onto the page. Embed all figures, graphs, tables and images in your Word document. Use TIFF or EPS format for images as

these give the best results. Do not use GIF or JPEG format. Do not use colour – just black and white and grey shades. Check the quality of your images by printing them. The Editors and publishers reserve the right to refuse publication of manuscripts with poor images.

Here is an example of a table with its legend.

Table 1. Comparison of results in mg/L⁻¹ using three different assays on two samples

	Old	New
Method One	23	29
Method Two	19	27
Method Three	25	30

Note the period (full stop) after “**Figure 1**” and “**Table 1**” but not at the end of the legend.

MISCELLANEOUS

Do **not** number pages;
Do **not** use shading;
Do **not** use automatic hyphenation;
Do **not** use borders (except in tables);
Do **not** use Text Boxes.

Avoid using unusual symbols and non-standard characters;
For further information about these instructions, please e-mail the Editors -- either Prof Kricka at kricka@mail.med.upenn.edu or Dr Stanley at Stanley@lumiweb.com

ACKNOWLEDGEMENTS

Here place any acknowledgements.

HOW TO FORMAT YOUR REFERENCES

Reference citation

References should be cited as superscript numerals (8 pt) in numerical order of use (the first cited reference will be number 1). For multiple references use the following style^{3,5,7-10}

Note: references cited next to a period/full stop or comma must always *follow* that punctuation mark, for example: ...are included in various reviews.³⁻⁵

Do not cite references in any other style such as ... Smith & Jones (1999).

Reference list:

Use a maximum of 15 references. Use the Vancouver system for citing references. This system has very little punctuation and no italics (except for Latin names of species). Please follow the style carefully.

List the references (in 10 pt) in the order in which they are cited in the body text and precede each one with a number. The rest of each reference (one or more lines) is then indented 8mm (use a hanging Indent).

Authors: Lastname Initials Lastname Initial

(i.e. there are no commas after Lastname, no periods/full stops between or after the initials and no 'and' before the last author name). There is a period/full stop after the final author.

Journal: Journal names are in the approved Vancouver abbreviated form and do not contain periods/full stops. Journal names should be in regular font and not in italics.

Title of publication: The titles of papers have a capital letter for the first word only. Brands, company names or other commercial words may start with a capital. Genus names, but not species, should also start with a capital and also be in italics, e.g. *Photinus pyralis*.

Page numbers: pages are cited as 1-3, 23-9, 148-51.

Here is an easy way to produce your numbered reference list in Word. These are the steps for Word 2000 but other versions will be similar.

List all your references in sequence of use. Do not number them. Follow each one with an Enter/paragraph return. Then 'Select' all the text from the beginning of the first line of the first reference to the end of the last line of the last reference. Then customize the numbered list as follows: Format> Bullets and Numbering>Numbered>Select example 5 (below <None>)>Customize>Number Format 1, Start at 1, Font do not change, Number position Left, Align 0mm, Indent 8mm. Your list will be reformatted and should look like the following example.

REFERENCES

1. Williams A, Jones B. An instrument for imaging chemiluminescence in the laboratory. *J New Instrum* 2000; 45:12-9.
2. Smith A, Jones B. Some examples of the use of a new chemiluminescence imaging device. In: Watson D, Campbell J. editors. *New Instruments for Light Detection*. New York: Special Publishers, 2001: 45-8.
3. Able D, Campbell J. eds. *New Instruments for Light Detection*. New York: Special Publishers, 2001: 45-8.