

## Guide for Authors

### 1. General

Please consult this Guide for Authors for further details on the requirements for submitting your paper to the *International Journal of Mass Spectrometry*. 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 online at the Journal's Author Gateway, <http://authors.elsevier.com/journal/ijms>

*Aims & scope of the International Journal of Mass Spectrometry:*

The *International Journal of Mass Spectrometry* (IJMS) invites papers in all fundamental aspects of mass spectrometry and ion processes, including instrumental developments and applications in biology, chemistry, geology and physics.

IJMS welcomes the following types of papers:

*Full length articles:* Comprehensive description and discussion of original research investigations; the experimental techniques must be described in detail

*Accelerated Communications:* Brief reports (normally no longer than 4 printed pages or 2000 words) of significant, original and timely research. In considering the suitability of an Accelerated Communication for publication, the editors pay particular attention to the originality of the research performed and the desirability of rapid publication. Accelerated Communications will be published within 8–10 weeks after acceptance of the article by the editor concerned.

*Reviews:* Timely, critical reviews will focus on recent developments while keeping historical documentation to a minimum. Reviews will often be solicited, but prospective authors are also encouraged to contact the editors or editorial board members regarding the appropriateness of the subject matter. In general, the length should not exceed 30–40 printed pages.

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and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher.

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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. Editors

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#### 2.2. Online 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/ijms>), where you 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.

### 2.3. 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 have been 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)

### 2.4. 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.)

Send your manuscript to the appropriate Editor at the address listed in section 2.1. *Editors*.

If at all possible authors should also send an electronic version of their article by e-mail to the appropriate address given in section 2.1. This electronic version will be used for the reviewing process. Authors, Reviewers and Editors send and receive all correspondence by e-mail and no paper correspondence is necessary.

Note: electronic articles submitted for the review process 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 2 potential referees.

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.

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

Ensure that the following items are present:

- ☐ One author designated as corresponding author:
  - ☐ E-mail address
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- ☐ 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.

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