Short recommendations for authors submitting manuscripts in MS Word format to
Magnetic Resonance in Solids. Electronic Journal

The manuscript should be written in clear English. Each article should contain the abstract, keywords, PACS, the main body, and the list of references formatted with the styles provided in the example file MSWord_example.doc on the journal website http://mrsej.kpfu.ru. We require that all submitted manuscripts are formatted using the styles predetermined by the journal. The standard page size should be A4, all margins are 2.5 cm, and the spacing to the header (footer) is 1.8 cm. Your text can be simply pasted in to the sample file, and then appropriate MRSej styles should be applied.

All journal styles begin with "**_MRSej_**" abbreviation. In order to apply the style you need to place the cursor in any place of the paragraph (another option is selecting the group of paragraphs). Then, in MS Word 2003, select «Styles and formatting» in the main menu "Format". In MS Word 2007 or MS Word 2010 the same selection can be done by pressing an arrow in the bottom right corner of the tool "Styles" in the "Home" menu. You can also open the list of styles using the short key **Shift+Ctrl+Alt+S**.

The main style of the journal (**_MRSe_Text_Main**) uses the Times New Roman font (11 pt), the line spacing scaled with the factor 1.1 and the additional spacing before the paragraph is 3 pt (see the menu "Format", item " Paragraph" in MS Word 2003 or " Paragraph" tool in the "Home" menu in MS Word 2007 and 2010). All paragraphs, excluding the ones starting new sections and paragraphs after equations, begin with a 0.7 cm indent. The excluded paragraphs should be formatted with "**_MRSej_TextNonIndent**" style and have no indent. The font size of the abstract ("**_MRSej_Abstract**"), PACS ("**_MRSej_PACS**") and Keywords ("**_MRSej_Key**") should be 10 pt. The font size of the main title is 14 pt ("**_MRSej_Title**"), the section font size is 12 pt ("**_MRSej_Section**"), and the subsection font is bold-italic with the size 12 pt ("**_MRSej_SubSection**").

All figures should be of high quality (300 dpi and better), with no empty fields. Please make all drawings with thick enough lines (at least 1 pt and thicker)! The figures can be either in black and white or in color. All symbols in the figures should be readable, i.e. their size should be comparable to the font size of the caption ({**"_MRSej_figure_caption"** style has the 10 pt size). If the figure width is less than 2/3 of the distance between the horizontal margins (horizontal size is less than 10.66 cm), we suggest putting the figure (together with the caption) in a smaller-size table that can be wrapped up by the text. For this purpose the figure should be placed in the table with one column and two rows (one is for the figure, another is for the caption). Then, the position of the figure with the text wrapping should be defined in the pop-up menu, Table Properties (click the right mouse button on the table). The borders of the table should be made invisible. The same procedure can be applied to narrow tables which can also be placed and formatted in an external Word table. In principle, it is desirable to apply such formatting procedure for wide figures and tables also, then their position will be fixed even if the text around them is changed.

Figures and tables should be numbered using Arabic numerals with the format «**Figure N.** Figure caption.» or «**Table N.** Table caption.». The recommended style for the figure captions is "**_MRSej_figure_caption**", and for the table caption is "**_MRSej_table_caption**" (see the sample file MSWord_example.doc). References to the figures or tables in the main text should be either with initial lowercase letter (figure N, fig. N, table N, tab. N) or with a capital letter (Figure N, Fig. N, Table N, Tab. N). The space before number N should be **non-breaking** (Ctrl+Shift+Space; see Appendix). Please notice, to display on the screen various invisible (and non-printable!) symbols such as spaces, paragraph marks, and other formatting symbols (and also to differentiate a usual space and a **non-breaking one**!) it is necessary to switch on a mode **show/hide formatting marks** in the Word (the button «¶» or Ctrl+Shift+8; see Appendix).

We recommend using the Equation Editor or MathType Editor (the basic font size is 11 pt) to typeset equations. Please, do not change manually the size of Equation objects! Recommended style for paragraphs with the equations, which have been taken out in separate lines, is "**_MRSej_Eq**" (see the sample file MSWord_example.doc). It is possible (but not necessarily) to type simple formulas in the text, using usual **text** formatting tools of MS Word. These formulas should not be broken at the end of the line. For that purpose you need to use **no breaking** symbols (see Appendix and text below).

We strongly recommend using the following formatting standards for typing simple formulas with MS Word **text** tools:

vectors and matrixes should be of **bold font type**;

variables and alphabetic constants should be of *italic font type*;

numerals, chemical elements, names of functions (sin, exp, tan, …), and abbreviations should be of roman font type;

uppercase Greek letters should have roman font type;

lowercase Greek letters are either all roman or all *italic*.

These styles are also used as default in the Equation Editor or MathType Editor.

The same rules are applicable to combinations like "the *g*-factor" (here *g* is *italic*). The signs in formulas (+, =,>, <, ~, *, brackets etc.), typed without the Equation Editor or the MathType Editor, should be of the roman type and should be bounded by **non-breaking spaces** (Ctrl+Shift+Space, see Appendix) at both sides. Also, the **mathematical minus symbol** «−», which is not present on the keyboard, should be used in such formulas. To insert this symbol type 2212 and press Alt+X (see Appendix)! Here are several examples for equation typesetting without the Equation Editor or the MathType Editor: $T = 0,$ $x_{i+1} = a_n - b_i,$ $N = i + 1,$ $y = c(a - b),$ $T_{\exp} - \Delta \leq T_{th} \leq T_{\exp} + \Delta,$ $\mathbf{M} = g\mu_{B}\mathbf{S},$ $\Delta = \varepsilon_{F} - \omega$ or $\Gamma = \Theta\sin(\omega t + \theta),$ where $T, x, a, b, c,$ N, i, n are *italic*; "th", "exp", Δ, B, F, brackets and equality signs are roman. Scalar function from a radius vector is written as $f(\mathbf{r}, t)$ (here *f*, *t* are *italic*, **r** is roman and **bold**.

All numbers should be used in English notation with a decimal point, for example, 10.2 or −0.314 (10,2 and −0,314 are incorrect). The units are separated from the values by **non-breaking space** (Ctrl+Shift+Space) and all letters are typed in roman font type as: 10 K, 20 mK, 3.2 nm, 80 MHz or 2.7 T.

In combinations like «*c*-axis» a **non-breaking hyphen** should be used (see Appendix).

Everywhere in the text of the article (in the list of authors of the article, in the text of the authors, in references to the literature, etc.) the last names should be separated from the initials by the **non-breaking space** symbol, and there shouldn't be a space between the initials such as I.O. Surname, I. Surname, Surname I.O., Surname I.

References to literature should be given in the text in square brackets, for example [5]. If several references are cited at once they should be in the same brackets as [2, 7, 9-15, 86] (spaces and the hyphen are **non-breaking**!). The reference numbers should follow their appearance in the text of the manuscript. In the references names all author should be provided (no short citations such as *et al.* are allowed), using the following format:

1. First I.O., Second O.B., I. J*ournal* **66**, 4123 (2006)

where

First I.O., Second O., I. are the names of the authors of [roman font type] (initials are after the last name; there is no space between the initials!)

Journal is the title of the journal or the book [*italic font type*]

66 is the volume [**bold roman font type**]

4123 is the first page of [roman font type] or article number

(2006) is a year [roman font type]

APPENDIX

Non-breaking space, non-breaking hyphen, mathematical minus

The purpose of non-breaking symbols (non-breaking space, non-breaking hyphen, mathematical minus symbol, etc.) is to exclude a possibility to break the expression into parts (commonly, these symbols are used in mathematical expression), for example at the end of the text line. They also do not allow the editor to increase automatically the spacing between the symbols during text alignment. Examples of expressions which should not be broken into parts are: $S = 1/2$; $M_S = -1/2$; $\tan \varphi_6 = A_3/A$; $-\pi/2 \leq \varphi_6, \varphi_7 \leq \pi/2$; $\Delta_1 < \Delta_2 < \Delta_3$; 273 K; $T < 0.1$ K; $T_{\exp} - \Delta \leq T_{\mathrm{th}} \leq T_{\exp} + \Delta$; (tab. 2); (fig. 1); T = 2-300 K; c-axis, etc.

Please read the examples given above with the regime **show/hide formatting marks** on. For this purpose press the button «¶» which works as the «on/off» switch or use the combination of keys Ctrl+Shift+8. In this mode not printed formatting symbols become visible. In particular, the usual space is shown as a point and a non-breaking space is seen as a " ° " symbol. In the given examples spaces and hyphens are non-breaking, the minus sign "−" is "mathematical " (and also non-breaking). The ways to input these symbols are given in the end of the Appendix.

The non-breaking space does not allow the expression to be broken into parts at the position of the space. Below we show an incorrect example of using the space symbols in the $T < 0.1$ K expression:

Text_1 Text_2 Text_3 Text_4
Text_5 Text_6 Text_7 Text_8 T
< 0.1 K Text_9 Text_10 Text_11
Text_12 Text_13.

If the space symbols are non-breaking the expression remains in a single line as

Text_1 Text_2 Text_3 Text_4
Text_5 Text_6 Text_7 Text_8
T < 0.1 K   Text_9   Text_10
Text_11 Text_12 Text_13.

The non-breaking space symbol also has a fixed width. When the Justify mode of the text alignement is applied the usual space symbols can be "stretched" as show in the following example:

Text_1 Text_2 Text_3 Text_4 Text_5
Text_6   Text_7   S   =   1/2
LongWordLongWordLongWordLong.

In contrast, non-breaking space doesn't allow the expression to be stretched:

Text_1 Text_2 Text_3 Text_4 Text_5
Text_6   Text_7   S = 1/2
LongWordLongWordLongWordLong.

Please do not use the **symbol** «-» from the keyboard as **a mathematical minus sign** «−». The former symbol is considered by MS Word as **a hyphen**. Therefore, the Word editor can split the mathematical expression in the hyphen location such as shown in the following examle:

Text Text_1 Text_2 Text_3 Text_4 Text_5
Text_6 Text_7 Text_8 Text_9 Text_10 $M_S = $ -
1/2.

Here is the correct example:

Text Text_1 Text_2 Text_3 Text_4 Text_5
Text_6 Text_7 Text_8 Text_9 Text_10
$M_S = -1/2$.

The mathematical minus symbol «−» (the code 2212) should not be confused with the dash symbol «–» (the code 2013) that looks alike. This mistake appears frequently in typesetting. The Word editor can split the expression in the position of the dash as it is shown below

Text Text_1 Text_2 Text_3 Text_4 Text_5
Text_6 Text_7 Text_8 Text_9 Text_10 $M_S = -$
$1/2$.

The non-breaking hyphen «-» in the **show/hide formatting marks** off mode looks exactly the same as a usual hyphen «-». In order to distinguish these symbols you need to turn on the **show/hide formatting marks** mode. Then, non-breaking hyphen «-» looks longer than the usual hyphen «-» (in print form they will look alike). The non-breaking hyphen is used in such expressions as: $T = 2\text{-}300$ K, c-axis. In contrast, in expressions such as "time-reverse" or "Fulde-Ferrell," the usual hyphen should be used.

Non-breaking space

Can be inserted using the menu "Insert" – "Symbol".

The non-breaking space can also be entered as a combination of keys Ctrl+Shift+Space.

Mathematical minus sign «−»

The mathematical minus sign «−» can be inserted using the menu "Insert" – "Symbol".

It also can be entered by typing the number 2212 and pressing Alt+X keys.

Please do not confuse the minus sign «−» (2212, Alt+X) with the dash symbol «–» (2013, Alt+X).

Non-breaking hyphen «-»

The non-breaking hyphen «-» can be inserted using the menu "Insert" – "Symbol".

The corresponding combination hot-keys is Ctrl +_.

Dash «–»

The dash symbol «–» can be inserted using the menu "Insert" – "Symbol".

It also can be entered by typing the number 2013 and pressing Alt+X keys.