

General Author Notes

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1 General Comment

A Summer School is neither a conference nor a workshop and consequently your article is expected to have a pedagogical nature, being neither too terse nor encyclopaedic.

2 Authorship

Our policy is that contributions in the proceedings will appear under the name of the person giving the lectures. If you wish to acknowledge the contributions of others you should do so either in a footnote on the first page or in an Acknowledgments paragraph at the end.

3 Deadlines

It is our standard practice to hand out lecture notes at the summer school and we therefore expect lecturers to produce at least draft notes beforehand. During the school the editors and lecturers are expected to work together so that a reasonably final version of the notes is preferably available by the end of the school. The deadline for finished contributions is ...

4 Length

The final book should be no more than 400 pages so that for a school of 40 lectures you should aim at 10 final formatted pages of 10pt text per lecture (including figures).

5 Manuscript production

If you do not use L^AT_EX please contact the series editor immediately. In general you should prepare your contribution with the L^AT_EX ‘book’ style. Do not finalise page breaks since the articles will be reformatted to establish page sizes, margins, headers etc in a uniform manner.

If using L^AT_EX’s internal cross referencing please append the reference with your name e.g., `\ref{BloggsIntroduction}` or another unique marker so that it will not clash with any reference commands used by other authors.

6 Structure

The first section should be the Introduction. (Note that NO abstract is required). The remaining material should be in sections, subsections and (preferably unnumbered) subsubsections. Very short contributions should not be sectioned overmuch. Footnotes should be avoided wherever possible and, if required, should be used only for notes that cannot be fitted conveniently into the text.

7 Indexing

Make a sensible choice of words to index (using `\index{}` commands). Do not over-index. A typical article will average about 2–3 items per page.

8 References

The preferred reference style is an author/date system. In the text use direct citation, as in Smith(1977) or parenthetic citation, (Smith and Jones 1977). For three or more authors use only the first name followed by ‘et al.’ as in (Smith et al. 1981). If an author has two references in any year use (Smith 1988a) and (Smith 1988b).

The list of references should be formatted as shown at the end of this article. Note the absence of superfluous punctuation in these examples.

All this can be done with say `astroncite.bst` or other packages.

Remember that your article is not for a review journal. Select those that are genuinely useful for young workers in the field.

9 Figures

- Please be selective and do not let the number get out of hand.
- The figures will be set in portrait mode with a maximum width equal to the text width. Though the ‘rotating’ package can be used to put figures

or tables in landscape. Hopefully most figures will be considerably less than the textwidth.

- Keep the captions fairly short; do not let them grow into paragraphs with comments that could well appear in the main body of text.
- Refer to figures within the text as “see Figure 12”; do not abbreviate.
- If you have used a drawing package to produce a figure please send it as ‘eps’ file if possible.
- If you are using scanned images please supply the originals or good quality xerox reproductions.
- Colour plates are NOT acceptable. Please convert all images to grayscale before completing and submitting your material.
- If you do use colour in designing a figure please make sure that it will print satisfactorily when reduced to grayscale on a mono printer.
- Please bring any hard copy originals to the school.

References

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- Albus J S and Buckles B P, 1972a, *Physics Letters*, **10** 25.
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- Bezdek J C, 1981, Pattern Recognition with Fuzzy Objective, in *Proceedings of the Conference on High Energy Physics*, **C15**, 1

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