

## Information for Guest Editors

Dear Guest Editor of “Hyperfine Interactions”,

Please find on the following pages all necessary information for publishing special issues or conference proceedings in the journal “Hyperfine Interactions”.

This document consists of the following parts:

1. General Information
2. Responsibilities of Guest Editors
3. Technical Instructions
4. Manuscript Transfer

I am looking very much forward into our future cooperation,  
Yours sincerely,

Thorsten Schneider  
(Springer)

### Contact Information:

#### Editors-in-Chief:

Prof. Dr. Guido Langouche  
Prof. Dr. Jürgen Kluge

**Guido.Langouche@kuleuven.be**  
**J.Kluge@gsi.de**

#### Publisher Springer:

Publishing editor: Dr. Thorsten Schneider  
Desk editor: Eric Pieren

**Thorsten.Schneider@Springer.com**  
**Eric.Pieren@Springer.com**

## 1. General Information

We will publish all accepted articles in the print version of the journal and online at [www.springerlink.com](http://www.springerlink.com) and partner sites.

**Journal homepage** – direct access:  
[www.springer.com/10751](http://www.springer.com/10751)

**Journal content** – direct access to all issues dating back to volume 1 / issue 1:  
[www.springerlink.com/content/1572-9540/](http://www.springerlink.com/content/1572-9540/)

To increase speed of publication all articles will be published **OnlineFirst**, i.e. they are published immediately after final layout and proofreading had been accomplished. This speeds up publication significantly, because the article is officially published long before the printed version is available and (if applicable) before late coming manuscripts of the conference arrive. OnlineFirst articles are fully citable, see below for details.

We will gladly provide you and the conference participants with a separately printed **proceedings book**. Please contact [Thorsten.Schneider@Springer.com](mailto:Thorsten.Schneider@Springer.com) for more information and to receive an attractive proposal.

For an additional proceedings book Springer will provide you with a **contract**, identifying the deadline for manuscript submission, the number of free copies for guest Editors and potential special arrangements for proceedings books for conference participants.

Please contact the Editors-in-Chief Prof. Guido Langouche or Prof. Jürgen Kluge to discuss whether the **refereeing process** is performed via the guest editors or the journals editors. Springer will only accept manuscripts after explicit consent of one of the Editors-in-Chief.

### **Citing articles and DOI:**

To every published article a unique DOI (Digital Object Identifier) is assigned. DOI-numbers are common standard between all scholarly publishers and enable researchers to easily navigate and cite electronic journals. A specific article can be one-to-one identified by its DOI-number. The DOI-number is given in the header-line of an article.

The DOI-based citation of an article is:  
*Author(s): Title. Hyperfine Interact. doi:doi-number*

To give an example:  
Stroke, H.H.: Optical Spectroscopy of radioactive atoms. Hyperfine Interact. doi:10.1007/s10751-007-9513-8

This is equivalent to the classical citation:  
Stroke, H.H.: Optical Spectroscopy of radioactive atoms. Hyperfine Interact. **171**, 93-107 (2006)

## 2. Responsibilities of Guest Editors

1. The scientific papers of the conference will be refereed under the responsibility of the Guest Editor in conformity with the standards of the Journal.
2. Acceptance of the manuscripts has to be agreed upon by both the Guest Editor and the Editor-in-Chief. For this purpose, manuscripts recommended by the Guest Editor for acceptance should be sent to the editorial office of Professor Guido Langouche, along with the referees' reports and their cover letters on both the initial, and the revised versions, as well as all relevant correspondence.  
Also to be enclosed are:
  1. an electronic version of each manuscript
  2. original drawings if they are not supplied electronically
  3. a complete set of manuscript transmittal forms filled in with the corresponding authors' complete addresses including their e-mail addresses.After the Editor-in-Chief's agreement, the Guest Editor can notify the authors of their acceptance of their papers. The Editor-in-Chief will send the complete collection of accepted versions of the manuscripts to the Publisher.
3. The Guest Editor agrees to ensure delivery of the work before a certain deadline.
4. After the manuscripts have been delivered to the Publisher, the Publisher takes care of all technical matters. These include the technical editing for typesetters and the mailing of the proofs to the authors for proofreading. The authors are requested to return their corrected proofs to the technical editor for finalization. Author index and list of contents are prepared by the Publisher following the instructions given by the Guest Editor. Section headings and the sequence as well as preface or introduction and possibly a conference photograph are arranged by the Guest Editor.
5. In general the technical procedure takes about 6 months depending on the prompt return of proofs by authors. It is important that authors follow instructions carefully as printed in every volume of the Journal (also available at the Journals homepage: [www.springer.com/10751](http://www.springer.com/10751)).
6. The Publisher makes a separate contract with the Guest Editor for additional proceedings books in which a price is agreed based on a number of copies and a number of pages. In this contract the Publisher agrees to supply the Guest Editor with a number of free copies. The agreement includes shipping and handling to the individual participants provided that the addresses are submitted electronically by the Guest Editor (preferred Excel-list containing all addresses).  
One single payment must be received from the Guest Editor within 3 months of the invoice date.
7. The copyright of the published Work is owned by the Publisher and it has the imprint of Springer.

### 3. Technical Instructions

After acceptance of the manuscripts by the Guest Editor and/or the Editors-in Chief, please take the following technical instructions into account.

To enable smooth handling and fastest possible publication times of Special Issues / Proceedings Issues the below listed details (preferably supplied by the Guest Editor) are vital.

1. **Special Issue title.** Title as it should be displayed on the special issue e.g. *Proceedings of the 15<sup>th</sup> international conference on Hyperfine Interactions (IHI 2006) held in London, 22-25 September 2006.*
2. **Guest Editor(s) details.** For communication purposes: valid e-mail address(es). For publication purposes: All guest editors listed as they should be displayed on the special issue e.g. *A. M. J. Johnson, B. F. McDonald and C. L. Garuda* and their institute affiliation e.g. *A. M. J. Johnson, University of Groningen, The Netherlands.*
3. **Table of Contents (ToC).** Listed papers in sequence of appearance in the published version with the following details: Manuscript number, Corresponding author + e-mail, Manuscript title e.g.

No.	MS Code	Corr. Author	E-mail	MS Title	Remark
1.	IHI 001	A. Johnson	ajohnson@uol.uk	Preface	
2.	IHI 002	C. Garuda	Etc	Some Aspects of Dynamics of the Mössbauer Effect in Spin-Systems.	
3.	IHI 003	Etc.	Etc.	Etc.	
4.	Etc.	Etc.	Etc.	Etc.	

4. **Preface.** The Guest Editor(s) is/are entitled to write a preface in case of a special issue. This preface should be supplied to the publisher on the shortest term possible to avoid delay in publication of the issue.
5. **Audience text for possible book publication.** For online pre-publication and for the paper cover version e.g.

***About this book***

*Proceedings of the 9th Latin American Conference on the Applications of the Mössbauer Effect (LACAME 2004) held in Mexico City, Mexico, 19-24 September 2004*

*This volume demonstrates the way in which researchers, on a wide range of topics, many interdisciplinary, find the applications of the Mössbauer Effect an outstanding method whose results, sometimes unique, complements and improves the information obtained by other techniques to deepen the understanding of the matter under research. This volume comprises research papers, reviews, and short communications recording original investigations on applications to diverse areas like archaeology, metallurgy, soil science, geology, industrial applications, new instrumentation, corrosion, and chemical applications. The papers present the latest scientific work of various regional investigators and of the invited speakers from abroad that have brought their perspectives to the meeting.*

**Written for:**

*Chemists, geologists, physicists, and interdisciplinary scientists that will appreciate how the local nature of the information brought about by Mössbauer spectrometry helps to a better characterization of materials.*

6. **Electronic manuscript material.** All manuscripts, texts including figures, tables, etc. preferably in Word or TeX / EPS as ZIP file per manuscript. When TeX / EPS is supplied a PDF version is mandatory as reference.
7. **Special issue batch submission.** The guest editor is requested to place all Special Issue material as described on the Springer FTP site (details how to access are given below). As an alternative to uploading it via FTP you may also choose sending all manuscripts on a CD-ROM or DVD.
8. **Proof procedure.** The Guest Editor is kindly requested to inform the publisher whether proofs of all Special Issue articles are to be sent to the Guest Editor yes or no. Proofs will always be sent to the corresponding authors before final publication takes place.

## 4. Manuscript Transfer

For the transfer of accepted manuscripts please include the below given details.

You may either collect all this manuscript information in the “Manuscript Transmittal Form” (MTF, see example on page 7) **or** incorporate the necessary information in the title page of the manuscript. In the latter case the MTF is redundant.

1. **Manuscript code** (Special Issue code supplied to the Author by the Guest Editor (e.g. TCP0601, TCP0602, TCP0603, etc.))
2. **Article title**
3. **Listed authors including their affiliations**
4. **E-mail address of the corresponding author**
5. **Abstract**
6. **Key words**
7. **Total amount of manuscript pages**

**Manuscript text (including Figures and Tables):** Preferably as Word file figures and tables incorporated or as TeX (LaTeX) processed file, figures and tables incorporated coded and supplied with the TeX file also accompanied by a PDF file as guiding reference for the TeX version of the manuscript. Manuscript files are to be supplied together in a ZIP file per manuscript.

**Figures:** Common graphic formats such as TIFF, GIF, JPEG, EPS (for TeX).

For transferring the complete manuscripts you may choose between upload via FTP-server (see information on next page) and sending a CD-ROM or DVD via regular mail.

**Copyright:**

Springer has introduced electronic “copyright transfer statements” and “consent to publish forms”. Authors will receive an electronic notification during the final proof reading stage. This automated process is very user friendly and is equivalent to accepting the terms of use during software installation.

## **How to upload files to the Springer FTP site: <ftp1.wkap.nl>**

Please follow the general steps below to upload your files to our FTP site:

Pack your files together to create one file (preferred) and name the file appropriately. Or name each individual file after yourself or your article, for example; HYPE2230.zip (journal-code.zip), BLing.zip, HYPE2230\_fig1.tiff, or BLing\_figure10.tiff. Do not leave any blanks or use any special characters in the file name.

Connect to our FTP site and upload the files:

1. Click on the following link (and create subdirectory if necessary):

[ftp://KAP-ALL:KAP200@ftp1.wkap.nl/HYPE manuscripts/](ftp://KAP-ALL:KAP200@ftp1.wkap.nl/HYPE_manuscripts/)

You should now be able to copy and paste (or drag) your files onto the open page.

Or:

2. In your Internet browser's address field enter <ftp://ftp1.wkap.nl/>  
Enter the subfolders Anonymous, Prepress, and then Incoming. Copy your files into the incoming folder.

Or

When asked for a username enter **KAP-ALL**, when asked for a password enter **KAP200**. Create a folder to copy your files too or just copy a zipped file to the general folder.

3. **Unix users:** use the PUT command instead of copying.

The transfer has been successful when you can see the file on the Incoming folder.

**Inform your contact in Springer via e-mail when you have successfully uploaded your file(s) onto the FTP site. Always provide the file names.**

You will receive a confirmation from your contact once the files have been downloaded.

## MANUSCRIPT TRANSMITTAL FORM

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Journal Title:

Abbreviation:

Manuscript Nr:

Send proofs to:

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Manuscript Title:

Author:

Affiliation:

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**Contact information for proofreading and communication:**

Postal address:

Telephone:

Fax:

E-mail:

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**Manuscript comprises:**

Pages

Tables

Line figures

B&W photos

Colour photos

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Remarks for desk editor/typesetter: