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Abstract

*Keywords*: Type your keywords here

# Note

Please read these instructions carefully and print them. Use the styles, fonts and point sizes as defined in this template, **but do not change or redefine** them in any way as this will lead to unpredictable results.

# Introduction

We at Elsevier believe a template should help you, not hinder you, in authoring your paper. It should follow you in how you want to write your paper, not force you to fill in bits and pieces of text. It should allow you to type any text, copy from previous versions, or load an already existing plain text to be formatted. You will therefore find no dialog boxes or fill-in screens. You will not need to remember shortcut keys, to use lists of styles, bother about alignment, indents, fonts and point sizes. Just a mouse-click at one of the menu options will give you the style that you want.

The objective of this template is to enable you in an easy way to style your article attractively in a style similar to that of the typeset journal. It should be emphasized, however, that the final appearance of your paper in print and in electronic media will very likely *vary to some extent* from the presentation achieved in this Word® document.

# Organisation of the template

A template (with its file name ending on .dot, rather than on .doc) in Word® is a “mold” that formats documents based on it. If you click ‘New’ on the ‘File’ menu, what you see and open are in fact templates. To use the this template you should first save it with the other templates, probably in a directory called ‘…\Microsoft Office\Templates’. If you cannot find it, go to the ‘Tools’ menu, choose ‘Options…’, click the ‘File locations’ tab and see which directory is specified for ‘User templates’. After saving the template in that directory, you can start using it via ‘New’ on the ‘File’ menu.

The template formats your text by using a Word® feature called ‘Styles’. Styles define the format (or appearance) of a paragraph of text as regards letter size, indentation, line spacing, etc. If you’re not familiar with using styles, do not worry; the template arranges everything for you in a user-friendly way.

## Entering text

There are several ways in wich you can enter and format your text in this template. The first way is to simply type your text in a blank document based on this template. If you want to apply a different style, e.g. for a section heading, start typing the text first as a new paragraph and, while the cursor is somewhere within the paragraph, choose the required style from the drop-down menus. If you remove text to replace it with your own text, you should pay attention to the ‘section breaks’ in it. Switch to ‘Normal view’ on the ‘View’ menu to see the breaks. Word® uses those to separate the one-column and two-column parts, as well as to serve as page breaks. (You may find working in ‘Normal’ view more convenient anyway. Switching to ‘Page’ view will restore the two-column lay-out once you have finished.) The template is set up to have the text upto and including the Abstract in one-column lay-out with a text area 39 pica wide, and the rest of the article in two-column lay-out with two columns of 18.5 pica and a 2 pica gutter in between. On the ‘Document formatting’ menu you will find options to adjust the typing area to the paper size (A4 or Letter size paper) that you use. Using those options will remove the one- and two-column settings, so you will need to reinsert those, using the other menu options. In that case, or in case this lay-out becomes disrupted, insert a switch to double column from the ‘Document formatting’ menu after the article Abstract and at the end of your text, balance the columns using the option from the same menu. Insert a switch to one column before any page-wide tables.

You may also attach the template to an already existing document. Choose from the ‘Tools’ menu the option ‘Templates and Add-Ins…’. Select the ‘*Elsevier.dot*’ template and make sure to tick the box ‘Automatically update document styles’ to make the styles available. You will in this case have to adjust the margins of the document, using one of the first two options from the ‘Document formatting’ menu.

Alternatively, you may insert the whole text or parts you previously prepared by using on the ‘Insert’ menu of Word® the option ‘File…’. In that case take care to retain the above mentioned section breaks. After the file is inserted you can style it by placing the cursor in each paragraph and clicking the required style on the drop-down menus.

# The first page

Naturally, your paper should start with a concise and informative title. Do not use abbreviations in it. Next, list all authors with their first names or initials and surnames (in that order). Indicate the author for correspondence using the third menu option. Present addresses can be inserted using a normal footnote (on the ‘Text’ menu). After having listed all authors’ names, you should list their respective affiliations. Link authors and affiliations using superscript lower case letters.

## The Abstract

An Abstract is required for every paper; it should succinctly summarize the reason for the work, the main findings, and the conclusions of the study. The abstract should be no longer than 250 words. Do not include artwork, tables, elaborate equations or references to other parts of the paper or to the reference listing at the end. The reason is that the Abstract should be understandable in itself to be suitable for storage in textual information retrieval systems.

Supply some 5–6 keywords, separated with semicolons.

# The main text

You will usually want to divide your article into (numbered) sections and subsections (perhaps even subsubsections). Code section headings using the options in the ‘Text’ menu. Headings should reflect the relative importance of the sections. Note that text runs on after a 4th order heading. Use the heading style for the whole paragraph, but remove the bold coding except for the actual heading.

Ensure that all tables, figures and schemes are cited in the text in numerical order. It is strongly recommended that authors follow the recommendations of the IUPAC Manual of Symbols and Terminology for Physico-chemical Quantities and Units, edited by IM Mills, Blackwell, Oxford, 1988. Abbreviations should be used consistently throughout the text, and all nonstandard abbreviations should be defined on first usage.

## Tables and figures

Graphics and tables may be pasted directly into the template and positioned as they should appear in the final manuscript. Figures, Schemes, and Tables should be numbered.

Artwork can be inserted using the ‘Tables and figures’ menu, by choosing ‘…from file’, or by

embedding the graph as an OLE object[[2]](#footnote-3). Make sure you *embed*, rather than *link* the object. Depending on the amount of detail, you can choose to display artwork in one column (18.5 pica wide) or across the page (39 pica wide). Scale your artwork in your graphics program before incorporating it in your text. If the artwork turns out to be too large or too small, resize it again in your graphics program and re-import it, or use the sizing handles at the corners. The text should not run along the sides of any figure. If it does, right-click the figure, choose ‘Format Object (/Figure)’, choose the ‘Wrapping’ tab and select ‘Top & bottom’. Artwork is normally linked to, and moves with, a paragraph it is linked to. A small anchor symbol should indicate the paragraph to which it is linked. If you do not see the anchor, choose from the ‘Tools’ menu, ‘Options…’, and click the ‘View’ tab. Tick the ‘Object anchors’ tick box. You can move the. figure inself by dragging or drag the anchor.

You might find positioning your artwork within the text difficult. In that case you may choose to place all artwork at the end of the text and insert a marker in the text at the desired place. In any case, please keep in mind that the placement of artwork may vary somewhat in relation to the page lay-out.



Fig. 1. A caption is positioned left-justified below the figure or scheme.

You can insert a caption below the figure or scheme. To keep the drawing and caption more easily together, select them both (hold down the <SHIFT> key and click both figure and caption) and choose, under the right mouse button, Grouping. Graphs may appear either on a fixed spot in the text or ‘floating’, normally a figure or scheme with a caption, which remains near to the paragraph it is linked to regardless of the text flowing around it. To choose between the two options, right-click the graph, choose ‘Format object’, choose the ‘Position’ tab and tick or clear the ‘Float over text’ tick-box. If grouped with a caption, a figure will always be floating.

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please take a look at our Web page:  
<<http://www.elsevier.com/locate/authorartwork>>.

## Lists

For tabular summations that do not deserve to be presented as a table, lists are often used. Lists may be

either numbered or bulleted. Below you see examples of both.

1. The first entry in this list
2. The second entry
   1. A subentry
3. The last entry

A bulleted list item

Another one

You can apply these styles using the ‘Text’ menu options. Note that you should first block the whole list. A sublisting is coded using the ‘Demote list item’ (go to a sublevel of numbering) and ‘Promote list item’ (go to a higher level of numbering) buttons.

## Equations

Conventionally, in mathematical equations variables and anything that represents a value appear in italics. You may choose to number equations for easy referencing. In that case the number should appear at the right margin.

# Bibliography

References in the text should be indicated by Arabic numerals in square brackets that run consecutively through the paper. Authors should ensure that all references are cited in the text and vice versa. The reference list should contain only literature references; other information (e.g. experimental details) should be placed either in the body of the text, or as a footnote. Each reference should contain only one literature citation. Authors are expected to check the original source reference for accuracy. Journal titles should be abbreviated according to ISO 4 guidelines (follow the List of Serial Title Word Abbreviations, available at: <<http://www.issn.org>>). See examples for journal articles [1], books [2], multi-author books [3], proceedings [4] and personal communications [5], shown in **References** below.

Acknowledgments

Table 1

Summary of data obtained from least-squares fit of Eq. (20) to km vs Ei plots for three selected systems

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Redox moiety | Diluent | Method | *k*0 (s-1) | SSCE | *γ* | fwhm (V)a |
| R1 | D1 | ILIT | 3.4 x 104 | 0.495 | 95 | - |
|  |  | CV | 3.3 x 104 | 0.474 | 100 | 0.103 |
| R2 | D2 | ILIT | 6.0 x 104 | 0.340 | 24 | - |
|  |  | CV | 6.1 x 104 | 0.346 | 24 | 0.112 |
| R3 | D3 | ILIT | 3.2 x 106 | 0.328 | 12.0 | - |
|  |  | CV | 3.2 x 106 | 0.324 | 12.1 | 0.121 |

aFull-width-half-maximum of the cyclic voltammetric peak.

bThis is the format for the table footnotes. Very often you will already have prepared (parts of) your text. If you load that text as a separate document, you can easily insert it into a document based on this template by cutting and pasting between the two documents.

Acknowledgments should be inserted at the end of the paper, before the references, not as a footnote to the title. Use an unnumbered section heading for the Acknowledgments, similar to the References heading.

Tips for Word 2007 Users

In the Office Fluent user interface the menus and toolbars have been replaced by the Ribbon; the commands are now organized into a set of tabs.

Copy the template in the default template folder (which folder this is can be seen by selecting Office > New > My Templates or Installed Templates)

Choose Office > New > My Templates and select NUPHBP\_Template.dot.

The template is now attached to the new document. The customized buttons can be accessed via the tab “Add-Ins”.

Do not create equations with the default equation editor. Use MathType or the Microsoft Equation 3.0 instead which can be accessed via *Insert Object* from the *Insert* ribbon.

References

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2. OLE: Object Linking and Embedding; a program-integration technology you can use to share information between programs. All of the Office programs support OLE, so you can share information through linked and embedded objects. For instance you can import an Excel® graph into Word® by using ‘Paste special….’ on the ‘Edit’ menu. [↑](#footnote-ref-3)