

Give all authors' names; use "et al." if there are six authors or more. Papers that have not been published, even if they have been submitted for publication, should be cited as "unpublished" [4]. Papers that have been accepted for publication should be cited as "in press" [5]. In a paper title, capitalize the first word and all other words except for conjunctions, prepositions less than seven letters, and

prepositional phrases.

For papers published in translated journals, first give the English citation, then the original foreign-language citation [6].

### *C. Abbreviations and Acronyms*

Define abbreviations and acronyms the first time they are used in the text, even if they have been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, ac, dc, and rms do not have to be defined. Do

not use abbreviations in the title unless they are unavoidable.

#### *D. Equations*

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). To make your equations more compact, you may use the solidus ( / ), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols.

Use an en dash (–) rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are part of a sentence, as in

$$a + b = c. \quad (1)$$

Symbols in your equation should be defined before the equation appears or immediately following. Use “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a

sentence: “Equation (1) is ...”

*E. Other Recommendations*

The Roman numerals used to number the section headings are optional. If you do use them, do not number

ACKNOWLEDGMENT and  
REFERENCES, and  
begin Subheadings

with letters. Use two spaces after periods (full stops).

Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling

participles, such as, “Using

(1), the potential was  
calculated.” Write

instead, “The

potential was calculated using

(1),” or “Using (1), we  
calculated the potential.”

Use a zero before decimal  
points: “0.25,” not “.25.” Use

“cm<sup>3</sup>,” not “cc.” Do not

mix complete spellings and

abbreviations of units:

“Wb/m<sup>2</sup>” or “webers per square

meter,” not “webers/m<sup>2</sup>.” Spell units when they appear in text: “...a few henries,” not “...a few H.” If your native language is not English, try to get a native English-speaking colleague to proofread your paper. Do not add page numbers.

### III. UNITS

Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) English units may be used as secondary units (in

parentheses). An exception would be the use of English units as identifiers in trade, such as “3.5-inch disk drive.”

Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.

#### IV. SOME COMMON MISTAKES



The word “data” is plural, not singular. The subscript for the permeability of vacuum<sub>0</sub> is zero, not a lowercase letter “o.”

In American English, periods and commas are within quotation marks, like “this period.” A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical *sentence* is punctuated within the parentheses.) A graph within a graph is an “inset,”

not an “insert.” The word alternatively is preferred to the word “alternately” (unless you mean something that alternates). Do not use the word “essentially” to mean “approximately” or “effectively.”

Be aware of the different meanings of the homophones  
“affect” and “effect,”  
“complement” and “compliment,”  
“discreet” and “discrete,”  
“principal” and “principle.”  
Do not confuse “imply” and

“infer.” The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “et al.” The abbreviation “i.e.” means “that is,” and the abbreviation “e.g.” means “for example.” An excellent style manual for science writers is [7].

#### ACKNOWLEDGMENT

The preferred spelling of the word “acknowledgment” in

America is without an “e” after the “g.” Try to avoid the stilted expression, “One of us (R. B. G.) thanks ...” Instead, try “R.B.G. thanks ...” Put sponsor acknowledgments in the unnumbered footnote on the first page.

#### REFERENCES

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- [3] I.S. Jacobs and C.P. Bean, "Fine particles, thin films and exchange anisotropy," in *Magnetism*, vol. III, G.T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271-350.
- [4] K. Elissa, "Title of paper if known," unpublished.
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[7] M. Young, *The Technical Writer's Handbook*. Mill Valley, CA: University Science, 1989.