

EURAS ACADEMIC JOURNAL
Instructions to Authors

July 2012

We are very pleased to welcome you as an author at EURASIAN UNIVERSITIES UNION.

These instructions are designed to speed up the production of your manuscript, to save you time on proofreading and to avoid the unnecessary costs that are incurred by misunderstandings and typesetting errors.

Information is given below concerning:

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Checklist

If you have any questions on how to prepare your manuscript, please do not hesitate to call us to clarify problems at an early stage and to agree on any additions or changes that may be necessary.

You can reach us at the following number/address:

Telephone: (90) (212) 444 1 428 /1594
E-Mail: khadijahuseynova@euras-edu.org

If you require further information or wish to create a finished typesetting copy, we will be pleased to send you more detailed information.

Author Tools

Papers should be sent in **electronic format** through **e-mail** and should be written using Microsoft Office Word 12 punt.

Output

Please send us your manuscript as a **text file**. PDF format is not accepted.

- The text elements should appear in the following **order**:
 - Title page with author name/s, current address, phone, fax, and e-mail
 - Table of contents
 - Text
 - Reference list
 - Figures legends
 - Tables

Length

Please keep to the manuscript length agreed on with the publisher.

Writing Your Text

- You can basically use all the functions in **Word**, particularly displayed lists, type styles such as **bold** or *italics*, and the indexing function.
- **Please avoid using footnotes**. If a footnote cannot be avoided, use the footnote function in Word.

Type

- Use a single **main font** for the entire text. We recommend *Times Roman*.
- For **special characters**, please use *Symbol* and/or *ZapfDingbats*.

Emphasis

- In running text, please set emphasized words or phrases in *italic* type.

Headings and Table of Contents

- A well-structured text and meaningful headings make it easier for the reader to get a general idea of the text.
- Please use the decimal system of headings with no more than four levels.

1 Chapter

1.1 Section

1.1.1 Subsection

1.1.1.1 Sub-Subsection

- Please list only the top three levels of heading in the **table of contents**.
- In **cross-references**, please give the chapter or section number (e.g., see Sect. 3.5.1).

Technical Terms, Abbreviations

- Ensure that the **spelling** of names, terms, and abbreviations is **consistent**, including in tables and figure legends.
- **Abbreviations**, except for very commonly ones, must be defined the first time they are used and a list supplied with the manuscript.
- Please always use internationally accepted signs and symbols for **units**, so-called SI units. Use positive and negative exponents, e.g., g L⁻¹ instead of g/l.
- **Chemical compounds** should be named according to the systematic rules of the IUPAC or Chemical Abstracts.
- Species and genus names, mathematical/physical variables, and prefixes in chemical compounds should be set in *italic* type (*cis/trans*, *d/l*, *E/Z*, *o/m/p*, *R/S*, *t*-Bu, *tert*-butyl).
- L and D indicating optical activity should be set in SMALL CAPITALS (D- and L-dopa).

Tables

- Number the tables consecutively using the chapter number (e.g., Table 1.1) and ensure that all the tables are cited in the text in the correct order.
- Give each table a **heading**.
- To format the table columns, use the **table function** in your word-processing program.
- Do **not** use the space bar to separate columns, and do **not** use Excel to create tables.
- If a table cell is to be left empty, please type a hyphen (-) in it.
- Please do not treat simple, **one-column lists** as tables, but instead set them as part of the running text.
- Save the tables in the same file as the text, references, and figure legends.

Equations

- Equations of the type $a^2 + b^2 = c^2$ can be written as normal text.
- For all other equations, please use MathType or the Microsoft equation editor, and insert the graphic into your text file as an object. Prepare the whole equation in this way and not just part of it.
- Please ensure the different styles are defined in the program itself:

Style	Font	Bold	Italic
Text	Times		
Function	Times		
Variable	Times		✓
L.C.Greek	Symbol		✓
U.C.Greek	Symbol		
Symbol	Symbol		
Vector-Matrix	Times	✓	
Number	Times		

- Do not insert the equation number from the equations editor.
 - Please do not insert symbols or special characters that are not part of equations as graphics or using the formula editor if they are available in the *Symbol* or *ZapfDing-bats* fonts.
 - Formulas/equations should appear on separate lines. Formulas are numbered chapterwise (1.1-n.n). The formula number is given in parentheses as right aligned text next to the formula
- $$(a+b)^2 = a^2 + 2ab + b^2 \quad (3.1)$$

- If the equation is part of a sentence, the equation itself should end with a punctuation mark (not after the equation number).

Literal Text

In order to distinguish the literal text of computer programs from running text, we re-recommend using a font such as *Arial* or *Helvetica*. If you need a font for your programs in which every character has the same width, please use *Courier*.

References

References may be cited in the text in two different ways:

- Author name/s and year of publication in parentheses:

One author: (Miller 1991),
Two authors: (Miller and Smith 1994),
Three authors or more: (Miller et al. 1995);

- Reference numbers in square brackets:

[3, 7, 12].

The **reference list** should be alphabetical (even if reference numbers are used). If there are several works by the same author, the following order should be used:

- First, all works by the author alone, ordered chronologically by year of publication,
- Next, all works by the author with a coauthor, ordered alphabetically by coauthor,
- Finally, all works by the author with several coauthors, ordered chronologically by year of publication.

Examples:

Monographs:

Snider T, Grand L (1982) Air pollution by nitrogen oxides. Elsevier, Amsterdam

Anthologies and proceedings:

Noller C, Smith VR (1987) Ultraviolet selection pressure on earliest organisms. In: Kingston H, Fulling CP (eds) Natural environment background analysis. Oxford University Press, Oxford, pp 211-219

Journals:

Meltzoff AN, Moore MK (1977) Imitation of facial and manual gestures by human neonates. *Science* 198:75-78

Please use the following abbreviations:

vol (volume)
edn (edition)
ed/eds (editor/s)
p/pp (page/s)

Please do **not** put commas between names and initials, and do **not** put periods after initials or abbreviations.

Sources

If you copy text passages, figures, or tables from other works, you must obtain **permission** from the copyright holder (usually the original publisher). Enclose a copy of the signed release form with the manuscript. The source must be acknowledged in the legend or table heading. If the source is in a foreign language, please provide a **translation**.

Index

Please indicate one or two keywords per manuscript page to be included in the index. Mark the relevant terms on the printout or use the **indexing function** in Word.

Figures and Illustration Data

Digital Illustrations

If you can supply illustration material (photos and drawings) in digital form, this will simplify production, providing that you follow a few basic rules.

If you have any questions on how to compile the illustrations or problems complying with these specifications, please contact us for advice.

Scanning

- Please scan all the illustrations in the same size that they are to appear in print.
- The minimum resolution for scanned **line figures** is 600 dpi.
- For scanned **photos**, 300 dpi is sufficient.

Image Processing

- Please use illustration programs such as *Adobe Illustrator*, *Macromedia Freehand*, or *Corel Draw* to produce **graphics**.
- *Adobe Photoshop* or *Corel Photopaint* is suitable for processing and retouching scanned **photos**.
- Programs such as MS Excel, MS Powerpoint, Designer, Harvard Graphics, Visio, MS Word-Graph, or MS Graph are **not** suitable.
- For **chemical structural formulas** and reaction diagrams, it is best to use *ChemDraw* (<http://www.camsoft.com>) or in some cases *ISIS/draw* (<http://www.mdli.com>). Save the files both in the original format (e.g., *.cdx for ChemDraw) and in EPS format.
- If illustrations are to appear in black and white, do not produce them in color. Instead of color, use dot patterns with a maximum of three gray tones of 12%, 25%, and 40% (ensure that there is a clear contrast to the text).
- The lowest line weight is 0.4 pt in the final size (approx. 0.15 mm).

Lettering

- To add **lettering**, it is best to use Helvetica or Arial. The font size should be approx. 2-3 mm (8-10 pt).
- Avoid effects such as shading, outline letters etc.
- Lettering should not be added until **after** scanning, i.e. to the graphics file.
- Please do not insert any **figure legends** or figure headings in your illustration file.

Saving and Printout

On no account should graphic data be saved as part of the text file; instead, each illustration should be submitted **as a separate file**:

- Save each illustration individually, in the same size as it is to appear in print.

- Check that all the details, including any lettering, are clearly visible, and enclose a printout. (If there are any discrepancies, we will assume that the electronic version is the correct one.)
- To **name the graphics file**, please use the chapter and figure number (e.g., Fig6_10.eps)
- Suitable **data formats** are TIFF and EPS (remember to include any fonts used). Data for color illustrations should, if possible, be compiled in four-color (CMYK) mode.
- Large volumes of data may also be submitted in **compressed** form in *zip*, *gzip*, *tar*, or *sit* format.
- In addition to your name and the title of the work, please label the electronic file or **disk** with the file name and the operating system and program versions (including the compression program) that have been used.

Figure Legends and Numbering

- Number the figures consecutively using the chapter number (e.g., Fig. 1.1), and put the **legends** at the end of the chapter in the text file.
- Ensure that all the figures are cited **in the text** in the correct order.

Checklist		
Title page	Title	<input type="checkbox"/>
Name(s) of author(s)		<input type="checkbox"/>
Mailing address(es)		<input type="checkbox"/>
e-mail address(es)		<input type="checkbox"/>
Table of contents	Decimal numbers	<input type="checkbox"/>
Headings the same as in text		<input type="checkbox"/>
Text: Only left justification, no hyphenation at the end of lines		<input type="checkbox"/>
Text: In <i>Times New Roman</i> , special characters in <i>Symbol</i> order <i>ZapfDingbats</i>		<input type="checkbox"/>
References	Citations in text agree with the reference list	<input type="checkbox"/>
All entries in the reference list mentioned in the text		<input type="checkbox"/>
References follow the guidelines		<input type="checkbox"/>
Journals abbreviated according to <i>Index Medicus</i>		
Abbreviations	List of abbreviations in text file	<input type="checkbox"/>
Figures	All figures mentioned in text enclosed, complete and on separate sheets and as separate files	<input type="checkbox"/>
Consecutively numbered within a chapter		<input type="checkbox"/>
Consecutively cited in text		<input type="checkbox"/>
Legends separate, after the references		<input type="checkbox"/>
Tables	Prepared with the table function	<input type="checkbox"/>
Placed at the end of the text after the reference list and figure and scheme captions		<input type="checkbox"/>
Consecutively numbered within a chapter		<input type="checkbox"/>
Consecutively cited in text		<input type="checkbox"/>
Electronic manuscript	Controlled	<input type="checkbox"/>
Title of the book and author's name noted on file label		<input type="checkbox"/>
Text files saved in original format and as RTF		<input type="checkbox"/>
Each chapter saved as separate file		<input type="checkbox"/>
Graphics saved as separate files on disk in original format and in EPS or TIFF format		<input type="checkbox"/>