

The instructions should be read carefully before preparing the manuscript

A. General

Manuscripts should be submitted in **duplicate**:

(i) either to the **Editor** who, in the opinion of the author, is most closely concerned with the subject matter of the paper (this should be the rule);

(ii) or to the **Chief Editor**.

Papers submitted for publication should preferably be written in **English**.

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After the manuscript has been accepted by the editor(s) the author must send in to the **Chief Editor** a disk containing the text in final form as well as any additional macro definitions used by the author, together with a printout for reference. It is important to ensure that the text is identical in the hard copy and in the soft copy. The production time for papers submitted in this form can be reduced considerably.

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To facilitate communication between the authors, editors and publisher, the author should furnish a **fax number** and/or **e-mail address** on the title page of the manuscript.

Each paper should be preceded by a **short abstract** in English. A **summary** for *Zentralblatt für Mathematik* should be attached.

Manuscripts must be in their final form and printed on one side of the paper only, in double spacing with wide margins. The author should

also keep a copy of the manuscript. Normally only printer's errors should be corrected in the proofs. A **charge** is made for **extensive changes** not due to typesetting errors, introduced at the proof stage.

Formulae should be printed or typed whenever possible. Dot matrix printer outprint is not accepted unless clearly legible.

Illustrations and diagrams should be submitted on separate sheets and not included in the text. They should be good quality and drawn in India ink using clean uniform lines. Computer-drawn figures are acceptable provided they are of comparable quality. Lines and curves must be smooth. Lettering 2 mm high is recommended. The publisher reserves the right to reduce or enlarge illustrations and diagrams. The author should indicate in the margin of the manuscript where illustrations and diagrams are to be inserted.

Footnotes, other than those referring to the title of the paper, should be avoided. If absolutely necessary, they should be numbered consecutively and placed at the foot of the page on which they occur (not at the end of the article). *On the first page of the manuscript a short running title* should be provided (not to exceed 70 characters, including spaces).

The **list of references** at the end of the paper should always be in alphabetical order and include the names and initials of all authors, and years of publication (see examples below). Names of journal and book series should be abbreviated in accordance with the *Zentralblatt für Mathematik*. Whenever possible, please replace all references to papers accepted for publication, preprints or technical reports by the exact name of the journal, as well as the volume, first and last page numbers and year, if the article has already been published or accepted for publication.

When styling references, the following examples should be observed: