## English paper

Please complete the following steps before send your manuscript to Zhifeng for revision:

Watch video to prepare manuscript and figures

Blue: covered in manuscript preparation-I.mp4

Orange: manuscript preparation-II-figs, refs.mp4, manuscript preparation-III-figs, refs.mp4

**manuscript**

* + You will have main parts such as title, author list, affiliation, Introduction, Methods, Results and Discussions, Conclusion and References.
  + Separate the affiliation and abstract using two space lines
  + Separate each section using one space line
  + Set indent of each paragraph as first line, 1.27 cm
  + Add line number
  + Set page margins as top 2.54cm, bottom 2.54 cm, left 2.54cm, right 2.54 cm
  + Put figures at the end
  + Caption in the figure as single 1.5 line spacing
  + Font as time new roman, font size as 12
  + Double space
  + **Upright Bold** for vectors, *italic* for scalars and variables, upright for description symbols
  + For **x**, **y**, **z** directions, we use Upright Bold
  + For equations, we have space between “=” and symbols
  + Pay attention to the minus sign “−“,
  + Add space before unit
  + For equations in individual lines or the equations with denominator, use mathtype
  + For inline equation and symbols, use the one in symbol\_template.docx, which can be downloaded from https://github.com/zhuzibn/general/blob/master/summary-symbols.docx
  + Add space before reference number
  + Put the reference number before the period
  + Use Fig. 1(a) instead of Fig.1 (a)
  + In the caption, Bold **Figure 1**,**2**…
  + Ensure indentation before each paragraph is the same

**Language**

* + For each word you are using, you need to find the corresponding usage in the academic paper written by native speakers. In the end, you’d better summarize common used words in a document.
  + Good document on academic writting“2014-天文物理类英文科技论文写作的常见问题-张双南”
  + Useful website <https://linggle.com/>:
  + Useful website https://www.ldoceonline.com/dictionary/dynamic:
  + For each figure, the corresponding description context should be at least two pages

**Figures**

* Numbers, titles, symbols, legends in the figure should be visible without zoom
* put your data in excel file, then plot using originlab, finally postprocess in illustrator
* In text, describe the figures in order, e.g., Fig.1(a), Fig.1(b), Fig.2(a)…, not Fig.1(a), Fig.2(a), Fig.1(b)

**In originlab**

* Plot the figure as line+symbol
* Delete the default legend
* Set the graph dimension as 88 x 67.355 mm. If the figure becomes to small, remember to click the 100% scaling and press the enter
* Set the layer size as Left 17.86%,Top 11.57%,Width 68.21%,Top 71.83%
* For the left and bottom axis, set the size of axis number and title as 10 pt, the line thickness as 0.6, the length of major ticks as 3, the style of major ticks as “In”, the style of minor ticks as “None”,
* For the left and bottom axis, adjust the range and steps of axis numbers
* To change the title of the axis, right click the title and choose properties, then modify the format inside, e.g., italic, subscript, special symbols etc., Pay attention to the minus sign “−“,
* For the top and right axis, show the line and ticks, set the line thickness as 0.6 the style of major and minor ticks as “None”
* Double click the symbols, choose a symbol looking, set the symbol size to 5, change the color, set the line width to 1, untick the “gap to symbols”
* Export this figure as “emf, keep size, specify size in cm” for the postprocessing in illustrator

In illustrator

You have full control on the figures

Export as png: select 300dpi & supersampling

**References**

* + Use endnote for reference
  + There will be repetition in reference if more than one person is adding references, this is induced by the different endnote library use by individuals. I don’t have good solution to this problem. I suggest only one author work on the reference.
  + Before submit the paper, we need to remove the endnote reference, and hand type using the format required by the journal. For example, we want to submit to PRB, we need to find how does other PRB paper cites our reference.
  + Pay attention to the journal abbreviation (I suggest you to have your own collection), bold of volume number, and italic of journal name.

## 中文写作

中文：宋体

英文和数字：Times New Roman