

Instructions for Authors (continued)

view of the present United States copyright law, each co-author of a submitted manuscript must sign a form expressly transferring copyright in the event that a paper is accepted for publication in the Journal.

Copyrights and financial disclosure forms for manuscripts submitted online will be handled by the production department of our publisher once the manuscript is accepted and scheduled for publication.

Software Recommendation

Microsoft Word is the recommended word-processing software.

Document Formatting

Typographical formatting will be handled by the publisher. This pertains to design specifications for the final printed product, such as column width, page depth, and type styles. Please refrain from using non-standard formatting in your manuscript.

Editorial formatting may be included. This refers to attributes such as italics, superscripts/subscripts, and Greek letters. **The coding scheme for each such element must be consistent throughout the file.**

Text Style

- Type text flush left (ie, do not indent paragraphs), using

upper and lowercase letters as appropriate.

- Enter only one space after punctuation.
- For line breaks within a paragraph, use the automatic “wraparound” feature of your word processor (also called a “soft return”); do not use the carriage return or —enter— key (“hard return”).
- Use two hard returns at the end of each paragraph (ie, one blank line should appear between paragraphs).
- Use two hard returns between headings and text.
- Do not use the word processor’s indenting features. (This will be handled by production during typesetting.)
- Do not justify the right margin of your manuscript.

By following these guidelines, you will expedite the production process. Whenever feasible, the publisher will use the version of your manuscript uploaded online. Because of the complexity of some tabular material, it may be necessary to re-key data.

Author Inquiries About a Manuscript Submitted Online

The **corresponding author** may access the Journal Web site (<http://ees.elsevier.com/arth/>), log in, and view the progress of a manuscript submitted online as it moves from one stage to the next.