

Editorial process and writing guidelines *Amsterdam Science*

The route from primary submission to final version

1. The scientific content of contributions such as teasers, short or long articles (see below for a breakdown of contribution types) should have been validated already by means of acceptance for publication in a peer-reviewed scientific publication, or by having been part of a (successfully) examined MSc thesis or PhD thesis. Unreviewed material or plans for the future will not be considered, so it is very important that your work is published or, for the case of MSc thesis research, has been examined.

2. To streamline the editorial process, the first stage is the composition of a pretty informal **primary submission** of an idea for a contribution. This is done via the **web-form** to be found at www.amsterdamscience.org. Primary submission should include:

- **Title:** maximally 60 characters.
- **Lead:** this should tell us all that we need to know, including: what it is about, why it is of interest, the Science + Amsterdam angle, in max. 200 words. This **primary submission** will be discussed in the editorial board.

3. If given a green light, the next stage is the generation of a **preliminary full-length version** of the contribution, including images and taking into account feedback from the editors. At this stage it is not vital that every single i is dotted and t crossed, but this full-length version will be used by the editorial board for a go/no-go decision.

4. Given a 'go' decision from the editorial board, the final preparation and polishing takes place, in a collaborative process involving authors and editors, with the result being a **final version** that can go to the graphics company and proof-reading services, prior to publication on paper and online.

5. In the end many threads need to come together in a modest period of time so as to end up with a handsome, and interesting Amsterdam Science issue. This can mean that an as yet not-finalized article, although in an advanced stage of improvement, can still end up being saved for a future issue, so as to guarantee our high standards of both content and readability.

General writing guidelines

1. Keep your target audience in mind. *Amsterdam Science* is designed to be accessible to scientists in all fields of science, ranging from bachelor students to academic specialists.
2. Apply the so-called ABC rule (be Accurate, Brief and Clear). Being Accurate is about being precise instead of applying vague or overly technical language. Brevity implies the idea of explaining concepts with fewer words. Clarity, on top of the other two rules, refers to not over-explaining, but merely saying what needs to be said and including interesting information. In other words, be careful to not overload the reader with details just because you have them.

Technical writing guidelines

- The magazine uses British English spelling.

- The article should be delivered in Word or as plain text. Authors who are of the opinion that extensive use of formulae or mathematical symbols is essential to their articles should first contact a member of the editorial board to discuss this point before spending great effort on typesetting
- For science content, the magazine has three standard formats:
 - a teaser - 300 words + one (iconic) image, photo of author and some brief bio-information. This is intended to tempt the reader to look up the URL with the full MSc thesis, or the new refereed publication. There will usually be a two-page-spread in the magazine containing 4 of these teasers, which, from issue 2 will be called 'Spotlight'.
 - a short article - 700 words, making use of one full page.
 - a long article - approximately 1700-2000 words, making use of three pages
- Numbers: use words for numbers, one to nine, and figures for larger numbers (10 and above). Use a comma to separate thousands and millions. Use a full stop for the decimal place.
- Quotes: single quotation (' ') marks are used to enclose a quote. Double quotation marks (" ") are used only for a quote within a quote.
- Images must be of good quality. Authors need to deliver images in TIFF or JPEG formats with a sufficient number of pixels, so that they can be printed in the final version at a minimum quality of 300 dpi. Please explain clearly where in your article the images fit best, and give captions using the following identifications:

[Captions:]
 [image 1:]
 [image 5:]
- Please do not underestimate the importance of informative and attractive images/figures/illustrations in making your story come alive.
- Footnotes (superscript) are only intended for referencing essential literature (e.g. a good, accessible review article on the subject; the reference of the publication; the link to the MSc/PhD thesis database). Format of bibliographic references when you refer to information from another source, should follow the formatting rules stated below:
 - a. Books:
Surname, first name or initials (year of publication). *Title of book*, place of publication, publisher, p. xx.
 - b. Article:
Surname, first name, 'Title of article', *Title of journal*, Vol., No. (year of publication), pp. (p. xx)
 - c. URL:
www.domainname.nl

General format of a teaser (a.k.a Spotlight)

- The title should be an adequate description of the work but should also be short, unambiguous and catchy. Max. 60 characters (including spaces).

- Authors' names: the authors' names (first name and surname, plus middle initials if the author wants) and institutional affiliation appears below the title.
- At least one reference should be included, in which the research presented in the teaser is published and can be looked up by the reader.
- Includes one (iconic) image from or related to the research and a photo of the author.

General format of short and long articles

- The title should be an adequate description of the work but should also be short, unambiguous and catchy. Max. 60 characters (including spaces).
- Authors' names: the authors' names (first name and surname, plus middle initials if the author wants) and institutional affiliation appears below the title.
- Lead: short introduction on the content of the article. This should be sufficiently appealing to trigger the audience to read the whole article. Max. 80 words.
- Paragraph: each paragraph should start with a heading, except the first paragraph, which acts as the lead.
- Deliver two to three streamers. A streamer is a very short text of two or three lines that will be located in between the columns. A streamer generates extra attention on the content and scope of the article.
- Include a very brief list of literature in order of their appearance in the content of the article. At least one reference should be included in each article: to where the research presented in the article is published.

Plagiarism

- The editorial board will do an anti-plagiarism check on the submitted articles using Ephorus.

Like to submit a teaser or article? Go to www.amsterdamscience.org

Until the web-based contribution upload system is online, potential authors can use this form:

Submission of ideas for Amsterdam Science

What kind of contribution do you intend to make?

Choose number 1, 2, 3, 4 and/or 5: _____

1. a teaser - 300 words
2. a short article - 700 words, making use of one full page
3. a long article - 1700-2000 words, and making use of three pages
4. a center-fold picture including brief explanation
5. a cover image with explanation for the preface

Title

The title should be adequate description of the work but also short and unambiguous.

Max. 60 characters.

Summary

What it is about, why it is of interest?

Max. 200 words.

Link to Amsterdam

What is the link with Amsterdam and science? For instance, your university, programme, research institute, or the subject of the research?

What it is based on?

Examined Master, PhD thesis, published article in a refereed journal, incl. weblink.

please add your information here, material from unexamined theses or unpublished research work cannot be considered for inclusion

Picture and images

*i) paste your images here, and add enough of a caption that the editors can understand what is what
ii) paste also a picture of yourself*

Bio information

Please add some brief information about yourself: where do you work? Are you a PhD researcher? Postdoc? Member of scientific staff? What is your link to Amsterdam if this is not by means of your affiliation/place of work?

Contributor

- First name and surname:
- Title:
- Research institute / Master programme:
- Phone number (also 06, please):
- Email address: