Instructions for reviewers on how to deliver material to the NEA

These instructions pertain to the reviewers in the active review groups of the NEA TDB project who wish to deliver material to the NEA for inclusion in the review reports.

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Sending review material

- Don't forget to keep the chairman of the review group informed about what you send, and in relevant cases, send copies to the chairman as well. Sending material to the NEA does not guarantee that the NEA will automatically send copies to the chairman of the respective review group.
- All review material (text, figures, lists of references) should, *if at all possible,* be sent to the NEA electronically, preferably by e-mail to tdb@nea.fr or, if this is not possible, on PC or MacIntosh format 3.5" diskettes sent to

  TDB Project coordinator
  OECD/NEA Data Bank
  Le Seine-St. Germain
  12, Boulevard des Îles
  F-92130 Issy-les-Moulineax
  FRANCE

  The NEA no longer has the resources to handle contributions sent only on paper except in emergency cases.
- If you have very large files (>0.5 MB) that you wish to send to the NEA, you should use anonymous ftp rather than e-mail, since many e-mail servers refuse to receive (or send) files that are too large. To login to the NEA with anonymous ftp, you do the following:
  Use your favourite FTP (File Transfer Protocol) program to connect to the address
  `ftp.nea.fr`
  Give "anonymous" (without the quotes, of course) as your username, and specify your e-mail address as password. Then change directory to "incoming" (again without the quotes) and transfer your files there. If you are uncertain about how to use FTP and ftp programs, please consult your local systems manager. After you have completed your transfer, don't forget to notify (by e-mail) the NEA project coordinator.

Text

- Text should be sent in Microsoft Word, Word Perfect, LaTeX or plain

ASCII text format.

Figures and graphics

- Figures should, if possible, be sent as Encapsulated PostScript (EPS) files. Please note, that this is different from standard PostScript (PS) files. PS files, alas, are usually not easily converted to EPS format. The easiest way to obtain EPS under Microsoft Windows 95/98/NT is to install a PostScript printer driver and have it print in EPS format to a file (use the extension .eps for the file name). Then use this printer for printing your graph from your favourite graphics program. Usually the newer drivers for HP LaserJet printers under Win95/98 have the option of creating EPS files. Under Windows NT, you may need to install one of the Adobe printer drivers. Lots of printer drivers that can handle EPS for Windows 95/98/NT and MacIntosh can be downloaded free of charge from the Adobe web site.
  If an EPS file cannot be sent, please send the source file for the graphics program used. Programs that can create scientific graphs suitable for publication include Microcal Origin, Grapher, Kaleidagraph, and SigmaPlot.
  If no source file is available for a graphics program that produces acceptable quality graphics, please send the underlying data in an ASCII text file or an Excel spreadsheet, so the graph can be created here at the NEA. As the NEA resources for doing this are very limited, this solution should be used only when none of the above is possible.
  Please observe, that the graphs produced by present versions of Microsoft Excel are usually of insufficient quality for publication.
- Experience shows, that although tempting, it is usually not a good idea to send "preliminary" versions of graphs for inclusion in the manuscript. These "preliminary" versions tend to remain in the manuscript, and when the time comes to publish, it is hard work to try to remember what was actually done, dig up the underlying data and calculations and produce a version of acceptable quality. Better to take the trouble to produce something acceptable the first time!

Citing publications

- If at all possible, *copies of all cited publications should be sent to the NEA for registration and archiving*. This is very important for keeping the reference data base up to date and creating correct lists of references for the review reports. If the publication in question is a large book or report, it is usually sufficient to send the cover pages and the pages quoted, if they are not too many. In any case, always send the cover pages with the relevant bibliographic information.
- Please make sure, that the NEA always gets:
  - The full names of all the authors
  - The full title of the article, book, report or thesis
  - The full name of the journal, if applicable
  - The publishing year
  - The volume number for journals
  - The page numbers (first and last) of the article or chapter in a book
  - For books, the name and address of the publisher and the total number of pages
  - For reports, the name and address of the publishing institution and the number of the report, if any.
  - For a book in a series, the name of the series and the volume or number of the book quoted.

  Experience shows, that it is best to provide complete information on a publication at once, and not give preliminary information first and wait until later before sending complete information and/or copies. Many

problems can be solved by avoiding secondary references and obtaining a copy of the primary source at once (see below).

- The purpose of citing publications in a review report is to give the reader the possibility to look up the original work and check the facts (or at least what was reported as facts). References that are not publicly available and hence impossible to obtain for the reader should hence be avoided as far as humanly possible. Please avoid citing the following:
    - Personal communications. If such communications have to be cited, try to get them in a letter and deposit the letter with the NEA.
    - Secondary references, i. e. a reference to a publication that is referenced in another publication (not to mention secondary references to personal communications!). Always try to obtain the original publication.
    - Abstracts for conference papers or talks. These abstracts are usually only made available to the people participating in the conference, and cannot be found at libraries etc. after the conference.

  The NEA is ready to help with obtaining difficult-to-find publications. If a serial translation is used, such as the cover-to-cover English translations of some Russian journals, please quote and send the English translation actually used, rather than the Russian original you haven't read.