

## Recommendations for the Electronic Paper Version

When typing, use standard Windows True Type fonts; namely, Times New Roman, for text; Symbol, for Greek letters; Mathematical, for hand-written and Gothic characters. Standard font size is 12 points.

Do not use languages, except for Russian and English. Do not confuse Cyrillic and Latin letters in a single word.

To highlight paragraphs, use a paragraph indent (standard is 1.25 cm), not several word spaces.

Do not use automatic hyphenation.

Enter key should be pressed only to go to the next paragraph, not to the next line.

Embed tables using MS Word (Insert - Table) or Excel. The tables typed manually (using a large number of spaces, without a cell structure) cannot be accepted.

### Typing Guidelines

Period is not used after the article title, authors, addresses, titles and subtitles, table names, units of measurement (s – second, g – grams, min – minute, d – day) certain abbreviations and acronyms (yr – year, IQSY – International Quiet Sun Year, MP – melting point).

Period is used after the footnotes (including in tables), table notes, captions, abstracts, and abbreviation and acronym list (mos. – months, mln. – million). However, it is not put in subscripts ( $T_{\text{sun}}$  – solar temperature,  $L_{\text{sun}}$  – solar luminosity).

### Formulas

Separate mathematical formulas (embedded in a separate line) should be entirely typed in Math Type. The formulas typed in parts as a table, text, and inserted frame are not allowed.

For the formulas typed in Math Type, use common fonts, character sizes and placement. It is not allowed to manually change the individual characters or elements of formulas.

### Abbreviations and Acronyms

Certain abbreviations of multiple words are separated by spaces (760 mm Hg), except for the most commonly used (i.e.).

Use the following geographical abbreviations and acronyms: N (north latitude), E (east longitude); SW (southwest).

Abbreviations or formulas of chemical compounds that are used as adjectives are not usually hyphenated: IR spectroscopy, ULF waves, PE film, LCD state,  $\text{Na}^+$  form, OH group.

### Units of Measurement

The units of measurement are separated from the figures by a space (100 kPa, 77 K, 10.34 A). Exceptions are degrees (90°, 20°C), percent and permille: 50%, 10‰. Fractional units of measurement are spelled in different ways:  $58 \text{ J} \cdot \text{mol}^{-1}$ ,  $50 \text{ m/s}^2$ .

If complex units of measurement, it is allowed to use negative degrees ( $\text{J mol}^{-1} \cdot \text{K}^{-1}$ ) and parentheses  $\{\text{J}/(\text{mol} \cdot \text{K}) \text{ or } \text{J} \cdot (\text{mol} \cdot \text{K})^{-1}\}$ , if it helps to read them. The main issue is the consistency of writing the same units of measurement.

In listing, as well as in numerical ranges, units of measurement are indicated only for the latter (18–20 J/mol), except for angular degrees.

The degrees Celsius are typed as follows: 5°C, NOT 5°. Angular degrees should not be omitted: 5°–10°, NOT 5–10°.

## Word Spacing

References to figures and tables are typed with spaces (see Fig. 1, Table 2, NOT Fig.1, Table2).

Quotation marks and parentheses are not separated by spaces from the text to be quoted: (at 300 K), (a); NOT ( at 300 K ) ( a ).

The number and paragraph signs and their number are spaced: (No. 1; § 5.65).

Numbers and letters in titles and complex numbers are typed without spaces: (IVd; 1.3.14a; Fig. 1e).

In geographic coordinates, latitude and longitude are separated by spaces: 56.5° N; 85.0° E, NOT 56.5°N; 85.0°E.