

Instructions for Authors

Processing your article electronically

We strongly encourage you to send the final, revised version of your article electronically, by email. This will ensure that it can be dealt with quickly and will reduce errors at the typesetting stage. This guide sets out the procedures which will allow us to process your article efficiently.

Please note: This guide does not apply to authors who are submitting an article for consideration and peer review; it applies only to authors whose articles have been reviewed, revised, and accepted for publication

You should save the files as Word documents, although figures can also be supplied as eps, tif, jpeg, pdf, or word files (see below).

Tables and figures should be saved as separate files, and a separate list of figure captions should also be provided. Give the files clear names such as Smith_text.doc, Smith_tables.doc, Smith_figures.doc, Smith_figurecaptions.doc.

The approximate position of tables and figures should be indicated in the text file, and they must be mentioned in the text.

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Please pay particular attention to the references. Please also supply the running heads for your article in the style of the journal (this will usually be the authors' initials and surname plus a short title).

Please make sure that the full postal and email address of the author who will check proofs and receive correspondence and offprints is clearly marked.

Guidance on supplying figures

Avoid the use of colour and tints. Line figures will normally be reproduced in black and white. Subtle variations in grey tones which are distinguishable on screen may not be distinct when printed, and should be avoided. Strong contrasts such as black/white and cross-hatched patterns give a better printed result.

Figures should be produced as near to the finished size as possible. If the figure is to be reduced to fit the final printed page, allow for this reduction when selecting lettering size and line weight.

Half-tones, scans, photographs and transparencies should be saved at a minimum of 1200 dpi. They will not normally be reproduced in colour unless first agreed by the journal editor. In some cases it may be possible to present figures in black and white in the printed journal, but in colour in the online journal, if the originals are suitable.

All figures must be numbered in the order in which they occur (e.g. Figure 1, Figure 2 etc.). In multi-part figures, each part should be labelled (e.g. Figure 1 (a), Figure 1 (b) etc.). The figure captions must be saved as a separate file with the text and numbered correspondingly.

Files should be saved as TIFF (tagged image file format), PostScript or EPS (encapsulated PostScript), containing all the necessary font information and the source file of the application (e.g., CorelDraw/Mac, CorelDraw/PC).