

## Further Notes on Style

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## General Style

Authors are asked to take account of the diverse audience of the Journal. Please avoid the use of terms that might be meaningful only to a local or national audience, or provide a clear explanation where this is unavoidable. However, papers that reflect the particularities of a social and cultural system are acceptable.

Some specific points on style follow:

1. “US” is preferred to “American”, “USA” to “United States”, and “UK” to “United Kingdom”.
2. Double quotation marks rather than single are used unless the “quotation is ‘within’ another”.
3. Punctuation should follow the British style, e.g. “quotation marks precede punctuation”.
4. Punctuation of common abbreviations should adhere to the following conventions: “e.g.”; “i.e.”; “cf.”. Note that such abbreviations should not generally be followed by a comma or a (double) point/period.
5. Dashes: en rules (–) and em rules (—) should be used where needed in applications on disk if possible, or be clearly indicated in manuscripts by way of either a double or a triple hyphen, (--) or (---), respectively.
6. Upper case characters in headings and references should be used sparingly, e.g. only the first word of paper titles, subheadings and any proper nouns begin upper case; similarly for the titles of papers from journals in the references and elsewhere.
7. Apostrophes should be used sparingly. Thus, decades should be referred to as follows: “The 1980s [not the 1980’s] saw ...”. Possessives associated with acronyms (e.g. APU), should be written as follows: “The APU’s findings that ...” but note that the plural is “APUs”.
8. All acronyms for national agencies, examinations, etc., should be spelt out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g. “The work of the Assessment of Performance Unit (APU) in the early 1980s ...” and subsequently, “The APU studies of achievement ...”, in a reference “(Department of Education and Science [DES] 1989a)”.

**9.** Brief biographical details of significant national figures should be outlined in the text unless it is quite clear that the person concerned would be known internationally. Some suggested editorial comments in a typical text are indicated in the following with square brackets: “From the time of H. E. Armstrong [in the 19th century] to the curriculum development work associated with the Nuffield Foundation [in the 1960s], there has been a shift from constructivism to heurism in the design of [British] science courses”.

**10.** The preferred local (national) usage for ethnic and other minorities should be used in all papers. For the USA, “African-American”, “Hispanic” and “Native American” are used, e.g. “The African-American presidential candidate, Jesse Jackson ...”; for the UK, “Afro-Caribbean” (not “West Indian”), etc.

**11.** Material to be emphasized by italicization in the printed version should preferably be italicized in the typescript rather than underlined. Please use such emphasis sparingly.

**12.** Numbers in text should take the following forms: 300, 3000, 30 000 (not 30,000). Spell out numbers under 10 unless used with a unit of measure, e.g. nine pupils but 9 mm (do not use full stops (periods) within units). For decimals, use the form 0.05 (not .05,  $\times 05$  or  $0 \times 05$ ). “%” (not “per cent”) should be used in typescripts.

**13.** Appendices should appear before the references section and after any acknowledgments section. The style of the title is shown by the following example:

**“Appendix C: The random network generator”**

Figures and tables within appendices should continue the sequence of numbering from the main body of the text. Sections within appendices should be numbered, for example, C.1, C.2. Equations in appendices should be numbered, for example, (C 1), (C 2). If there is only one appendix, it is referred to as “the appendix” and **not** called “Appendix A”.

### **Title and Authors**

**Title:** the title should be initial capital letter only (except for names), bold and centred on the page; e.g.

**This is the title of the paper**

For over-long titles, please supply a shortened version, which can be used as a running head for the article.

**Authors:** Author names should be given in block capitals with first names given in full with middle initials (omit all titles), followed by the link to the relevant affiliation (if there is more than one) indicated with superscript numbers; e.g.

ANDREW N. OTHER<sup>1</sup>, & JOE BLOGGS<sup>2</sup>

**Affiliation:** Upper and lowercase. Separated by comma. Relationship to authors indicated with superscript numbers, e.g.

<sup>1</sup>College of Medicine, University of Malawi, Blantyre, Malawi, Central Africa, and <sup>2</sup>National Ageing Research Institute, Parkville, Victoria, Australia

### **Abstracts**

Untitled, structured or unstructured abstracts of 100–150 words, summarizing the significant coverage and findings of the paper are required for all papers, and should be submitted as detailed below, following the title and authors' names and affiliations, preceding the main text.

For papers reporting original research, state the **primary objective** and any hypothesis tested; describe the **research design** and your reasons for adopting that methodology; state the **methods and procedures** employed, including where appropriate tools, hardware, software, the selection and number of study areas/subjects, and the central **experimental interventions**; state the **main outcomes and results**, including relevant data; and state the **conclusions** that might be drawn from these data and results, including their implications for further research or application/practice.

For review essays, state the **primary objective** of the review; the reasoning behind your literature selection; and the way you critically analyse the literature; state the **main outcomes and results** of your review; and state the **conclusions** that might be drawn, including their implications for further research or application/practice.

**Keywords:** Each paper should have three to six keywords. Format: “Keywords” followed by colon, then keywords. First keyword has initial capital. Subsequent keywords do not, unless proper nouns. Separated by commas, e.g.

**Keywords:** Psychiatry, teaching, developing world, Africa, Malawi, primary care

## Correspondence

After keywords, corresponding author details should be given, e.g.

Correspondence: Anna Casselbrant, B.S., Dept. of Gastro Research, Göteborg University, Medicinargatan IJ, SE-413 90 Göteborg, Sweden. Fax: +46 31 82 18 66. Email: [anna.casselbrant@gastro.gu.se](mailto:anna.casselbrant@gastro.gu.se)

## Headings

Three levels of headings can be used, as described below.

(A) Bold. Uppercase first word only.

(B) Italic. Uppercase first word only.

(C) Italic. Uppercase first word only. Followed by full point. Text runs on.

The first paragraph of text under each heading should not be indented. All consecutive paragraphs should be indented.

## Tables and figures

**Artwork** submitted for publication will not be returned and will be destroyed after publication, unless requested otherwise. Whilst every care is taken of artwork, neither Editors nor Taylor & Francis shall bear any responsibility or liability for its non-return, loss or damage, nor for any associated costs or compensation. Authors are strongly advised to insure appropriately.

1. Tables and figures should be informative, relevant and visually attractive. The style and spelling of lettering in figures must correspond to the main text of the manuscript. Tables and figures must be referred to in the text and numbered with consecutive roman or arabic numbers respectively in the order of their appearance (“see Figure 1”; “see Tables I–IV”). Each table and figure should have a stand-alone descriptive caption that explains its purpose without reference to the text; each table column should have an appropriate heading. Cite as “Table I”, “Table II”, “Figure 1”, etc., in text. Avoid the use of vertical rules in tables. Example of caption below:

Table I. Daily faecal output and total and single faecal BS concentration in rats fed on standard, BS-enriched and HFLF diets.

2. The ideal place at which a table or figure should be inserted in the printed text should be indicated clearly in the manuscript:

“[Insert Table I about here]”

3. Figures and tables must be on separate sheets or in separate files and not embedded in the text. The scale of figures should allow for reduction to 139 mm page width (B5 journals), or 80 mm column width or 169 mm page width (for 8½" x 11" journals) or page length (206 mm [B5], 240 mm [½" x 11"]) if to be placed landscape, but landscape reproduction (i.e. reading from bottom to top of the page) should be avoided. Electronic versions of figure artwork are preferred and should be supplied at resolutions of no less than 300 dpi for halftones (photographs) and colour and 600 dpi for line drawings.

Please number the hard copy of each figure on the reverse lightly in pencil.

Please do not type the caption for a figure on the artwork for that figure. A separate list of figure captions should appear at the end of the manuscript.

## References

References should follow the Council of Biology Editors (CBE) (<http://writing.colostate.edu/references/sources/cbe/index.cfm>) style. Only works actually cited in the text should be included in the references. The name-year system should be used: place inside brackets the author’s name and year of publication. Publications from the same author in a single year should use a, b, c, etc. Where there are three or more authors, the citation should give only the first author followed by “et al.” (e.g., Smith et al. 1928). Spelling in the reference list should follow the original. References should then be listed in alphabetical order at the end of the article:

### Book chapter:

Kuret JA, Murad F. 1990. Adenohypophyseal hormones and related substances. In: Gilman AG, Rall TW, Nies AS, Taylor P, editors. *The pharmacological basis of therapeutics*. 8th ed. New York: Pergamon. p 1334–1360.

### Journal article:

Qin Y, Cabral JMS. 2002. Properties and Applications of Urease. *Biocatalysis and Biotransformation* 20:1-14.

### Conference proceedings:

Irvin AD, Cunningham MP, Young AS, editors. 1981. Advances in the control of Theileriosis. International Conference held at the International Laboratory for Research on Animal Diseases; 1981 Feb 9-13; Nairobi. Boston: Martinus Nijhoff Publishers. 427 p.

**Dissertations or Thesis:**

Mangie ED. 1991. A comparative study of the perceptions of illness in New Kingdom Egypt and Mesopotamia of the early first millenium [dissertation]. Akron (OH): University of Akron. 160 p. Available from: University Microfilms, Ann Arbor MI; AAG9203425.

**Journal article on internet:**

Loker WM. 1996. "Campesinos" and the crisis of modernization in Latin America. Jour of Pol Ecol [serial online]; 3(1). Available: [http://www.library.arizona.edu/ej/jpe/volume\\_3/ascii-lokeriso.txt](http://www.library.arizona.edu/ej/jpe/volume_3/ascii-lokeriso.txt) via the INTERNET. Accessed 1996 Aug 11.

**Webpage:**

British Medical Journal [Internet]. Stanford, CA: Stanford Univ; 2000 July 10 - [cited 2001 Apr 12]; Available from: <http://bmj.bmjournals.com/>

**Internet databases:**

Prevention News Update Database [Internet]. Rockville (MD): Centers for Disease Control and Prevention(US), National Prevention Information Network. 1988 Jun - [cited 2001 Apr 12]. Available from: <http://www.cdcnpin.org/db/public/dnmain.htm>

**Mathematics**

Special care should be taken with mathematical scripts, especially subscripts and superscripts and differentiation between the letter "ell" and the figure "one", and the letter "oh" and the figure "zero". If your keyboard or PC does not have the characters you need, or when using longhand, it is important to differentiate between: K and k; X, x and ´ (multiplication); asterisks intended to appear when published as multiplication signs and those intended to remain as asterisks; etc. Special symbols, and others used to stand for symbols not available in the character set of your PC, should be highlighted in the text and explained in the margin. In some cases it is helpful to supply annotated lists of symbols for the guidance of the sub-editor and the typesetter, and/or a "Nomenclature" section preceding the "Introduction".

In both displayed equations and in text, scalar variables must be in italics, with non-variable matter in upright type.

For simple fractions in the text, the solidus "/" should be used instead of a horizontal line, care being taken to insert parentheses where necessary to avoid ambiguity. Exceptions are the proper fractions available as single type on keyboards and in character sets (e.g. ¼, ½, ¾).

The solidus is not generally used for units: m s<sup>-1</sup> not m/s, but note electrons/s, counts/channel, etc.

Displayed equations referred to in the text should be numbered serially ((1), (2), etc.) on the right-hand side of the page. Short expressions not referred to by any number will usually be incorporated in the text.

Symbols used to represent tensors, matrices, vectors and scalar variables should either be used as required from the character set of the application you are using or marked on hard-copy by

underlining with a wavy underline for bold, a straight underline for italic and a straight red underline for sans serif.

The following styles are preferred: upright bold sans serif **r** for tensors, upright bold serif **r** for vectors and matrices, and medium face sloping serif *r* for scalar variables.

Typographical requirements must be clearly indicated at their first occurrence, e.g. Greek, Roman, script, sans serif, bold, italic. Authors will be charged for corrections at proof stage resulting from a failure to do so.

Braces, brackets and parentheses are used in the order  $\{[( )]\}$ , except where mathematical convention dictates otherwise (e.g. square brackets for commutators and anticommutators; braces for the exponent in exponentials).

For units and symbols, the SI system should be used. Where measurements are given in other systems, conversion factors or conversions should be inserted by the author.

Mathematical equations should preferably be typewritten, with subscripts and superscripts clearly shown. It is helpful to identify unusual or ambiguous symbols in the margin when they first occur. Please ensure all symbols are described in the text. If equations are numbered, consecutive Arabic numbers in parentheses should be used. Equations may be referred to in the text as “Equation (1)”, “equations (2)–(4)”. To simplify typesetting, please use: (1) the “exp” form of complex exponential functions; (2) fractional exponents instead of root signs; and (3) the solidus (/) to simplify fractions e.g.  $3/4$ ,  $\exp x^{1/2}$ . Please underline all mathematical symbols to be set italic and put a wavy line under bold symbols. Other letters not marked will be set in roman type. Please supply reproducible artwork for equations containing ring formulae and other complex chemical structures. Schemes should also be numbered with consecutive Arabic numbers.

## Footnotes

Footnotes are not to be used except for designation of the corresponding author of the paper or current address information for an author (if different from that shown in the affiliation). All other notes should appear in an “Endnotes” section. Information concerning grant support of research should appear in a separate Acknowledgements section at the end of the paper. Acknowledgements of the assistance of colleagues or similar notes of appreciation also properly belong in an Acknowledgements section.

Footnotes to tables should be typed directly below the table and are indicated by the following symbols: \* (asterisk or star), † (dagger), ‡ (double dagger), ¶ (paragraph mark), § (section mark), || (parallels), # (number sign). Reinitialize symbol sequence within tables.

## Acknowledgements

Any acknowledgements authors wish to make should be included in a separate headed section at the end of the manuscript preceding any appendices and before the references section. Please do not incorporate acknowledgments into notes or biographical notes.