

Further Notes on Style

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. Conservative British, not US, spelling is preferred: colour not color; behaviour (behavioural) not behavior (behavioral); [school] programme not program; [he] practises not practices; centre not center; organization not organisation; analyse not analyze; etc.
3. Single quotation marks rather than double are used unless the 'quotation is "within" another'.
4. Punctuation should follow the British style, e.g. 'quotation marks precede punctuation'.
5. 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.
6. Dashes: N-rules (–) and M-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.
7. 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.
8. 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'.
9. 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)'.
10. 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'.
11. 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, 'West Indian' (not 'Afro-Caribbean'), etc.
12. 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.

13. 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 introduce periods with units). For decimals, use the form 0.05 (not .05, × 05 or 0× 05). '%' (not 'per cent') should be used in typescripts.

14. Appendixes 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 appendixes should continue the sequence of numbering from the main body of the text. Sections within appendixes should be numbered, for example, C.1, C.2, ... Equations in appendixes should be numbered, for example, (C 1), (C 2), ... If there is only one appendix, it is called and referred to as '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 in block capitals and followed by the link to the relevant affiliation (if there is more than one) and an asterisk to indicate the corresponding author, centred on the page; e.g.

A. N. OTHER*† and J. BLOGGS‡

Affiliation: Centred on the page, preceded by the link to the appropriate authors, each affiliation appearing on its own line; e.g.

†University of Life, UK
‡University of Style, UK

Abstracts

Structured 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 addresses, 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.

Format: No 'Abstract' title, text indented both sides.

Keywords: Each paper should have three to six keywords. Format: Keywords indented from the left-hand side (as the Abstract text), in the form:

Keywords: Keyword; Keyword

Headings

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

- (A) Flush left, numbered, bold, initial cap only, spaces above and below.
- (B) Flush left, numbered, bold, italic, initial cap only, spaces above and below.
- (C) Flush left, numbered, bold, initial cap only, space above, text runs on after full point.

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 Arabic numbers in the order of their appearance ('see table/figure 1'; 'see tables/figures 1–4'). 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. Avoid the use of vertical rules in tables.

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 2 about here]'

3. Figures and tables must be on separate sheets or in separate files and not embedded in the text. Original artwork for figures should be supplied. The scale of figures should allow for reduction to column width (130 mm) or page width (160 mm) or page length (205 mm) if to be placed landscape. Photographs may be sent as black and white glossy prints or negatives.

Please number 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.

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 \times (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. $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$).

The solidus is not generally used for units: m s^{-1} 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 \mathbf{r} for tensors, bold serif italic \mathbf{r} for vectors, upright bold serif for matrices, and mediumface 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. $3/4$, $\exp x^{1/2}$. Other letters not marked will be set in roman type.

Footnotes

Authors are encouraged to minimize the use of footnotes. A footnote may include the designation of a corresponding author of the paper, current address information for an author (if different from that shown in the affiliation), and traditional footnote content. Information concerning grant support of research should appear in a separate Acknowledgements section at the end of the paper, not in a footnote. Acknowledgements of the assistance of colleagues or similar notes of appreciation also properly belong in an Acknowledgements section, not in footnotes.

Footnotes should be indicated in the text by the following symbols: *(asterisk or star), † (dagger), ‡ (double dagger), ¶ (paragraph mark), § (section mark), || (parallels), # (number sign). Do not use numerals for footnote call-outs, as they may be mistaken for bibliographical reference call-outs or exponents. Type each footnote at the bottom of the typescript page on which its text call-out appears.

Footnotes within a table should be indicated by the same symbols listed above. Reinitialize symbol sequence within tables. Type footnotes to a table directly beneath the table.

Acknowledgments

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

References

References should be indicated in the text by consecutive Arabic numbers within square brackets. The full list should be collected and typed at the end of the paper in numerical order. Listed references should be complete in all details. Please see the examples below for style.

[1] A.B. Bloggs, S. Simon, M. Caine, *et al.*, Style guides are fun. Available online at: www.makeituptheyllneverbelieveit.co.uk (accessed XX Month Year).

[2] J. Brown (Editor), *Style Manuals Past and Present* (Taylor & Francis, London, 1988), pp. xx–yy.

[3] A.N. Other, in *Style Manuals Past and Present*, edited by J. Brown (Taylor & Francis, London, 1988).

[4] C. Chaplin, Style guides for fun. PhD thesis, University of Milton Park (2002).

[5] J. Smith, *J. Style* **15** 25 (1985).

[6] P. Trevor and C. David, paper presented at the 4th International Meeting of Minds, Chicago, IL, 1–4 April (1993).

[7] F. French, *Title of a Book in Another Language*, translated by P. Smith (Dover, New York, 1988; original work published 1923).

Biographies: (Where applicable.) Photo (tif or jpg image) should be supplied for each author, with a concise academic biography.

Book reviews: Should be formatted as shown below:

Title, edited by A. Author and B. Author, Publisher, Location, Year, pages, price, hardback (ISBN XXXXX), paperback (ISBN XXXXX).

One line space before text starts (first paragraph: no indent). At end of text, one line space and then reviewer's name and affiliation to appear as:

Professor John Smith
University of Milton Park, UK