SUBMISSION OF MANUSCRIPTS

Language
All manuscripts must be in English. Writing should be concise and correct. English or American spelling is accepted if used consistently throughout the manuscript.

Electronic manuscripts
The editors encourage submission of electronic manuscripts whenever possible. For addresses see below. The electronic manuscript should be accompanied by a covering letter as described above along with a clear indication of the computer platform and version of word processing system used. Please use this simple guideline for preparing your electronic manuscript:

1. Be consistent. The same elements should be keyed in exactly the same way throughout the manuscript.
2. Do not break words at the end of lines. Use a hyphen only to hyphenate compound words.
3. Enter only one space after the full-stop at the end of a sentence.
4. When emphasising words please use the italic feature of your word processor software.
5. Do not justify your text; use a ragged right-hand margin.
6. Use a double hyphen (--) to indicate a dash in text.
7. Do not use the lowercase l for 1 (one) or the uppercase O for 0 (zero).
8. The space bar should only be used as a word separator. Use TAB when identifying paragraphs or separating columns in tables.

Please observe that the Editorial offices and Taylor & Francis can receive files from many word processing systems; however, styled Microsoft Word files are preferred.

Keep illustrations as separate files. Supply correctly sized composite PDFs supported by hard copy. For colour illustrations the colour must be CMYK, not RGB. All fonts must be embedded, and the resolution of images should be of a quality suitable for printing. Files downloaded from web pages are not suitable, they will look ok on screen but not when printed. Do not use colour files if black and white only output is required. Page Bros accepts numerous other formats for images, i.e. TIF, JPEG, EPS etc.

Manuscripts on paper
Submit four hardcopies of all material, including illustrations and tables. The editors encourage submission of manuscripts on diskette in addition to the hard copies whenever possible. Please observe that the printout and the diskette versions must be identical.

Manuscript style
The 5th edition of the APA manual should be consulted. Be sure that the reference list is complete and accurate. Also make sure that statistical material follows the guidelines of the manual http://www.apastyle.org

The journal publishes regular articles, review articles, commentaries, and book reviews. Submissions may be by invitation or by author initiation.

All manuscripts should be double-spaced -- even the reference list -- and include a margin of 1 inch or 2.5 cm.

Research and review articles should be prepared as follows: The Title page should include: 1) A brief but informative title, 2) First name, middle initial and surname of each author, 3) institution(s) to which the author(s) are affiliated, 4) full name and address, including telephone, fax and e-mail address, of the corresponding author, 5) word count including number of tables and figures (see below for word equivalent approximations) but excluding title pages and abstract. Page 2 should carry the title only. Page 3 should include an abstract, not exceeding 250 words, stating the purpose of the study, methods
and main results. List up to ten key words (avoid words already used in the title). Organise the Main text under the following headings if possible: Introduction, Methods, Results, Discussion, Acknowledgements and References. Figures, figure captions and tables should be printed on separate sheets. Commentaries should be submitted no later than two months from the date of the issue containing the article to which they respond. They should meet the same criteria for original articles but without an abstract page, and should make a reasonable contribution to the discussion of the topic. A commentary is typically reviewed by the action editor of the article the commentary refers to. It is published in the earliest possible issue of the journal.

Illustrations
For electronic submission see above. With hardcopies, submit unmounted illustrations in four sets. Figures and half tones should be professionally drawn or photographed but computer-drawn figures are also accepted provided they are of high quality. Figure number and an arrow indicating 'top' should be on the back of each illustration.

Length of manuscript
Manuscripts for case studies and brief reports should not exceed six double spaced manuscript pages, inclusive of text, references, tables, and figures (approximately 2000 words). As a guideline, tables and figures approximate 150 words of text. Regular articles should not exceed 5500 words. Theoretical and review articles should not exceed 8000 words. Commentaries should be limited to 1,000 words (about 5 pages) and should contain not more than 10 references.

Submission
Please send your diskette and printed copies to the Editorial office. As a general rule manuscripts from North America should be submitted to the North American Office and all others to the European office:

Regular articles, review articles, commentaries, and case studies:
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