

Behaviour & Information Technology

An Author's Guide to Preparing Manuscripts

1. The Scope of the Journal

Behaviour & Information Technology is an international scientific journal that focuses on the relationship between people and technology. It provides an essential forum for dialogue between human-computer interaction researchers; software and systems designers; cognitive ergonomists and psychologists. The Journal is published six times a year in print and electronic editions.

Behaviour & Information Technology deals with the human aspect of technology and reports original research and development on the design, use and impact of information technology in all its forms. Its strictly refereed papers come from a variety of disciplines, including psychology, cognitive science, computer science, ergonomics, sociology, management education and training.

Behaviour & Information Technology attracts a wide, international readership, from researchers and system designers to personnel specialists and planners.

2. Structure and Organisation of *Behaviour & Information Technology*

Behaviour & Information Technology welcomes research papers and review articles with a theoretical grounding. Papers debating and exploring and methodological issues, methodological approaches, and substantive topics. There is not an upper limit on length, and authors of longer papers are encouraged to contact the Editor with a synopsis.

Papers should be submitted in English.

All research papers and review articles will be submitted to peer review.

3. Submitting a paper to *Behaviour & Information Technology*

3.1 General Guidelines

Please read these guidelines with care and attention: if you fail to follow them, your paper, letter or technical note may be delayed. Note especially the referencing conventions used by *Behaviour & Information Technology* and the requirement for gender, race, and creed-inclusive language.

Behaviour & Information Technology considers all manuscripts on condition they are the property (copyright) of the submitting author(s) and that copyright will be transferred to *Behaviour & Information Technology* and Taylor & Francis Ltd if the manuscript is accepted. The Journal considers all manuscripts on the strict condition that they have been submitted only to

Behaviour & Information Technology that they have not been published already, nor are they under consideration for publication, nor in press elsewhere.

Authors who fail to adhere to this condition will be charged all costs that *Behaviour & Information Technology* incurs, and their manuscripts will not be published.

Opinions advanced in papers published in *Behaviour & Information Technology* are to be understood as individual expressions of their authors and not those of the Editorial Board or Taylor & Francis.

- Please write concisely, stating your objectives and defining your terms clearly. Your arguments should be substantiated with well reasoned supporting evidence.
- In writing your paper, you are encouraged to review relevant articles which have been previously published in the journal, and where you feel appropriate, to reference them. This will enhance context, coherence, and continuity for our readers.
- For all manuscripts, gender-, race-, and creed-inclusive language is mandatory.
- Abstracts (100-150 words) are required for all papers submitted and should precede the text of a paper.
- Manuscripts should be printed on one single side of A4 or 8 x 11 inch good quality white paper, double-spaced throughout, including the reference section.
- Four copies of the manuscript must be submitted.
- Accepted manuscripts in their final, revised versions, should also be submitted as electronic word processing files on disk; see 'A Guide to Electronic Processing of Accepted Papers'.
- Authors should include telephone and fax numbers as well as e-mail addresses on the cover page of manuscripts.
- *Behaviour & Information Technology* has no allocation of free colour pages within its annual page allowance. Authors who propose publishing figures in colour must consult Taylor & Francis to agree a financial contribution to additional colour reproduction costs. Figures which appear in black-and-white in the print edition of *Behaviour & Information Technology* will

appear in colour in the online edition, assuming colour originals are supplied.

We look forward to receiving your submissions, which must be sent to the Editorial Office at the address below:

T.F.M. Stewart
Editor
Behaviour & Information Technology
System Concepts Ltd
2 Savoy Court
London
WC2R 0EZ
UK

3.2 Abstracts

Structured abstracts are required for all papers, and should be submitted as detailed below, following the title and author's name and address, 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.

An abstract must not exceed 150 words.

3.3 Copyright Permissions

Contributors are required to secure permission for the reproduction of any figure, table, or extensive (more than fifty word) extract from the text, from a source which is copyrighted – or owned – by a party other than Taylor & Francis or the contributor.

This applies both to direct reproduction or 'derivative reproduction' - when the contributor has created a new figure or table which derives *substantially* from a copyrighted source.

It is essential that you adhere to convention regarding product names. Product manufacturers often require that product names are trademarked, even if the product name has become a commonplace term. For example, let us assume the Taylor & Francis product 'preview' has been trademarked by Taylor & Francis. We must require you as author to print the name as 'preview', and state the following as a footnote:

This article includes a word which is asserted to be a proprietary term or trade mark. Its inclusion does not imply it has acquired for legal purposes a non-proprietary or general significance, nor is any other judgement implied concerning its legal status.

3.4 Code of experimental ethics and practice

Contributors are required to follow the procedures in force in their countries that govern the ethics of work done with human or animal subjects. Please contact the Editor if you require any further information.

3.5 Mathematics

Special care must 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. In the unlikely event that your keyboard does not have the characters you need, it is preferable to use longhand, in which case it is important to differentiate between capital and small letters, K, k and x and other similar groups of letters. Special symbols 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 'Abstract'.

For simple fractions in the text, the solidus / must be used instead of a horizontal line, care being taken to insert parentheses where necessary to avoid ambiguity, for example, $1/(n-1)$. Exceptions are the proper fractions available as single type on a keyboard.

Full formulae or equations must be displayed, that is, written on a separate line. Horizontal lines are preferable to solidi.

The solidus is not generally used for units: ms^{-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, but are discouraged.

$$\Sigma = m^2 - \beta \rightarrow \alpha \quad (2)$$

In-text references must be in the form '...as shown in equation (2)

Symbols must not be underlined to indicate fonts except for tensors, vectors and matrices, which are indicated with a wavy line in the manuscript (not with a straight arrow or arrow above) and rendered in heavy type in print: upright sans serif **r** (tensor), sloping serif **r** (vector) upright serif **r** (matrix).

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 (i.e. square brackets for commutators and anticommutators).

3.6 Units

Authors must adhere to SI units. Please note the following style conventions.

2° C	34° 17' S
36° N	Decibel: dB
Differences in temp deg K	Hectares: ha
Hertz: Hz	Hour: h
Kelvin: K	Kilogramme: kg
Kilometre: km [note lower case k]	Litre: l
Metre: m	Minute: min
Radian: rad	Second: s
Steradian: sr	Watt: W

4. Notes on style

All authors are asked to take account of the global, diverse audience of Behaviour and Information Technology. Clearly explain or avoid the use of terms that might be meaningful only to a local or national audience.

Some specific points of style for the text of articles, research reports, case studies, reports, essay reviews, and reviews follow.

1. We prefer US to 'American', USA to 'United States', and UK to 'United Kingdom'.
2. We use conservative (British, not US, spelling, i.e. colour not color; behaviour (behavioural) not behavior; [he] practises not practices; centre not center; organization not organisation; analyse not analyze, etc.
3. Single 'quotes' are used for quotations rather than double "quotes", unless the 'quote is "within" another quote'.
4. Punctuation must follow the British style, e.g. 'quotes precede punctuation'.
5. Punctuation of common abbreviations must follow the following conventions: e.g. i.e. cf. Note that such abbreviations are not followed by a comma or a (double) point/period.
6. Dashes; em-dash must be clearly indicated in manuscripts by way of a triple hyphen (---), the en-dash must be indicated by a double hyphen (--).

7. We are sparing in the use of upper case in headings and references, e.g. only the first word in paper titles and all subheads is in upper case; titles of papers from journals in the references and other places are not in upper case.

8. Apostrophes must be used sparingly. Thus, decades must be referred to as follows: 'The 1990s [not the 1990's] saw ...'. Possessives associated with acronyms, must be written as follows: 'The AVHRR's findings that ...', but, NB, the plural is AVHRRs.

9. All acronyms for national agencies, examinations, etc., must be spelled 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 National Oceanic and Atmospheric Administration (NOAA) in the early 1980s ...'. Subsequently, 'The NOAA studies of achievement ...', in a reference ... (Jet Propulsion Laboratory [JPL] 1989a).

10. Material to be emphasized (italicized in the printed version) must be underlined in the typescript rather than italicized. Please use such emphasis sparingly.

11. *n* (not N), % (not per cent) must be used in typescripts.

12. Numbers in text must take the following forms: 300, 3000, 30 000. Spell out numbers under 10 unless used with a unit of measure, e.g. nine pupils but 9mm (do not introduce periods with measure). For decimals, use the form 0.05 not (.05).

5. Notes on tables and figures

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

1. Tables and figures must be referred to in text as follows: figure 1, table 1, i.e. lower case. 'As seen in table [or figure] 1 ...' (not Tab., fig. or Fig).

2. The place at which a table or figure is to be inserted in the printed text must be indicated clearly on a manuscript:

[Insert table 2 about here]

3. All figures and tables must be on separate sheets and not embedded in the text.

Thus tables and figures must be referred to in text and numbered in order of appearance. Each table must have a descriptive title and each column an appropriate heading. For all figures, original copies of figures must be

supplied. All figures must allow for reduction to column width (7.5 cm) or page width (160mm). Please avoid figures that would require landscape reproduction, i.e., reading from bottom to top of the page. Photographs should be sent as glossy prints or negatives. The legends to any illustrations must be typed separately following the text and must be grouped together. Maps must have a scale and north point. Graph axes must state terms and units.

6. Citations in text

References must be cited using the author-date, or Harvard, system.

1. 'Ibid.' (and the like) are not used when repeating citations. Simply repeat the original citation verbatim, e.g. (Orwell 1945).
2. Citations must be included in prefatory material to quotes (wherever possible) rather than placing them at the end. Thus, for example, 'Orwell (1945: 23) reduces the principles of animalism to seven commandments, namely, ...' is preferred to 'Orwell reduced the principles of animalism to seven commandments, namely, ... (Orwell 1945: 23)'.
3. Multiple citations within parentheses must be divided by a comma, not a semi-colon, and there must be no use of '&' within such multiple references. References to works published in the same year must be cited as, e.g. (Smith 1991a, b).
4. Multiple citations within a text must be ordered by date, not alphabetically by authors name, e.g. (Smith 1902, Jones and Bower 1934, Brown 1955, 1958a, b, Green 1995).
5. 'et al.' should be used in references within the text when a paper or book has three or more authors, but note that all names must be given in the reference itself.
6. Page spans in references must be given in full, e.g. 'Sedgewick (1935: 102-103; emphasis added) outlines them as follows:'.

7. Acknowledgements

Any acknowledgements authors wish to make must be included in a separate headed section at the end of the manuscript.

8. References

Behaviour & Information Technology uses the following conventions for references. Please note that many journal references will often be hyperlinked in the on line edition of the Journal to an abstract; hence accuracy of bibliographic data is essential.

8.1. Reference to a book:

NYSTROM, H., 1979, *Creativity and Innovation* (New York: Wiley).

8.2. Reference to a chapter in a book:

DEREGOWSKI, J.B., 1979, Lack of applied perceptual theory; the case of engineering drawings. In *Cross-cultural Contributions to Psychology*, edited by L.H. Eckensberger, W.J. Lonner, and T.H. Poortinga (Lisse: Swets & Zeitlinger), pp. 284–305.

8.3. Reference to an article in a journal:

NACHLAS, J. A., and CASSADY, C.R., 1999, Preventive maintenance study: a key component in engineering education to enhance productivity and performance. *European Journal of Engineering Education*, **24**, 299-310.

8.4. Reference to a Report

ELDHUSET, K. W., 1995, Fast phase preserving processing of spaceborne SAR data. FFI/RAPPORT-95/00644, Norwegian Defence Research Establishment, Norway.

8.5. Reference to a paper published in a conference proceedings

WILSON, A.K., 1988, Calibration of thermal data. NERC Airborne Campaign Workshop, 24 February 1988 (Swindon: NERC), pp. 219-231.

8.6. Reference to an Internet source

Give the universal resource locator in full:

<http://www.tandf.co.uk/journals/authors/t-authors/eeeauth.html>

Please note this will be hyperlinked in the on line edition of the Journal.

8.7. Reference to a case in law

In text, italicize names of plaintiffs and defendants:

Miranda v. Arizona 1974

8.8. Reference to government legislation

US Congress, Senate Committee on Foreign Relations, 1956, *The Mutual Security Act of 1956*, 84th Congress, second session, report 2273.

9. A Guide to Electronic Processing of Accepted Papers

It is essential that authors provide the **final, revised, and accepted version** of an accepted manuscript in hard (paper) and electronic forms.

Normally we receive and process electronic versions on disk, but if you would like to employ our file transfer protocol (FTP) facility, please contact Taylor & Francis Ltd at the address or email given below.

This Guide sets out the procedures that will assure we can process your article efficiently. It is divided into three sections:

- a guide for authors using standard word-processing software packages
- a guide for authors using LaTeX mathematical software packages
- a guide for authors using graphics software packages

There are some general rules that apply to all three options.

- these guides do not apply to authors who are submitting an article for consideration and peer review; they apply only to authors whose articles have been reviewed, revised, and accepted for publication
- print out your hard (paper) copy from the disk you are sending; it is essential that the hard-copy printout is identical to the material on the disk; where versions differ, the hard copy will take precedence. We advise that you maintain back-ups of your files
- save and send your files on a standard 3.5 inch high density disk (Mac or PC); please do not attempt to send the article via file transfer protocol or email
- when saving your article onto a disk, please make sure that the files do not exceed a manageable size. Please ensure that figures are saved on a separate disk
- ensure that the files are **not** saved as read only
- virus-check your disk before sending it to the Editor
- label your disk
- package disks in such a way as to avoid damage in the post

Disks are not returnable after publication.

9.1. A guide for authors using standard word-processing software packages

For the main text of your article, most standard PC or Mac word-processing software packages are acceptable, although we prefer Microsoft Word in a PC format.

Word-processed files must be prepared according to the journal style.

Avoid the use of embedded footnotes. For numbered tables, use the table function provided with the word-processing package.

All text must be saved in one file with the complete text (including the title page, abstract, all sections of the body of the paper, references), followed by numbered tables and the figure captions.

You must send the following to the Editor:

- a 3.5-inch disk containing the final, accepted version of the paper
- include an ASCII/text only version on the disk as well as the word processed version if possible
- two hard copy printouts

Disks must be clearly labelled with the following information:

1. Journal title
2. Name of author
3. File names contained on disk
4. Hardware used (PC or Mac)
5. Software used (name and version)

Sample disk label: text

Journal title
A.N. Author
article.doc
IBM PC
MS Word for Windows 7.0

9.2. A guide for authors using LaTeX mathematical software packages

Authors who wish to prepare their articles using the LaTeX document preparation system are advised to use article.sty (for LaTeX 2.09) or article.cls (for LaTeX2e).

The use of macros must be kept to an absolute minimum but if any are used they must be gathered together in the file, just before the `\begin{document}` command

You must send the following to the Editor:

- a 3.5-inch disk containing the final, accepted version of the paper
- the files you send must be text-only (often called an ASCII file), with no system-dependent control codes
- two hard copy printouts

Disks must be clearly labelled with the following information:

1. Journal title
2. Name of author
3. File names contained on disk
4. Hardware used (PC or Mac)
5. Software used (name and version)

Sample disk label: LaTeX

Journal title
A.N. Author
article.tex article.sty
IBM PC
PCLaTeX v2.09

9.3. A guide for authors using graphics software packages

We welcome figures on disk, but care and attention to these guidelines is essential, as importing graphics packages can often be problematic.

1. Figures must be saved on a separate disk from the text.
2. Avoid the use of colour and tints for aesthetic reasons. Figures must be produced as near to the finished size as possible.
3. High quality reproducible hard copy for all line figures (printed out from your electronic files at a minimum of 600 dpi) must be supplied in case the disks are unusable; photographs and transparencies can be accepted as hard copy only. Photocopies will not be accepted.
4. 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 must be labelled (e.g. figure 1 (a), figure 1 (b) etc.)
5. The figure captions must be saved as a separate file with the text and numbered correspondingly.
6. The filename for the graphic must be descriptive of the graphic e.g. Figure1, Figure2a.
7. Files must 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).

Disks must be clearly labelled with the following information:

1. Journal title
2. Name of author
3. Figures contained on disk
4. Hardware used (PC or Mac)
5. Software used (name and version)

Sample disk label: figures

Journal title
A.N. Author
Figures 1-10
Macintosh
Adobe Illustrator 5.5

9.4. File transfer protocol

If you would like to deposit the final version of your manuscript via FTP, please contact the Editorial Production Manager for Journals, Taylor & Francis Ltd, 4 Park Square, Milton Park, Abingdon, Oxon, OX4 4RN UK; Tel. +44 (0)20 7842 2000; for a guide to access and use, or email elizabeth.jefferis@tandf.co.uk

10. About Taylor & Francis

The foundations of Taylor & Francis were laid in pioneering fashion in 1798. Richard Taylor printed and launched the **Philosophical Magazine**, one of the first scientific journals published by an independent company.

It was the start of a close collaboration with scholarly societies which was cultivated throughout the 1880s. The company became the printer for the Royal Astronomical Society, the Geological Society, the Zoological Society, the Horticultural Society, the Royal Botanical Society, the British Association for the Advancement of Science, the Royal Society and the Linnean Society of London. With the proliferation of periodicals and information generated by learned societies at the turn of the century, Taylor & Francis also became pioneers in the field of abstracting journals, and in 1890 the company became the first printer of *Science Abstracts* the precursor of today's *Physics Abstracts*.

Book publishing was a mostly secondary concern for the company until the 1960s, when significant expansion was implemented at all levels from schoolbooks to high level monographs. Since then the focus of book publishing has been predominantly at the undergraduate level and above, with an ever larger number of subject areas brought into the programme.

The principles which drove the founders of Taylor & Francis are still paramount today. Academic scholarship must be of the highest quality which will be reflected in appropriate production practices and values. We hope that we

remain true to those principles and that being a Taylor & Francis author is still a pleasant, profitable and proud experience.

Contacting Taylor & Francis:

Taylor & Francis Ltd, Journals Division, 4 Park Square, Abingdon, Oxon, OX14 4RN.

Tel: +44 (0)20 7842 2000

Email: info@tandf.co.uk

Web site: <http://www.journals.tandf.co.uk>