

FORMATTING GUIDELINES FOR ARTICLES

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 (or number) to indicate the corresponding author, centered on the page; e.g.

A. N. OTHER*† and J. BLOGGS‡

Affiliation: Centered 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

Abstract: Each paper requires an abstract of 100 - 150 words summarizing the significant coverage and findings. 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.

Figures: All figures should be numbered with consecutive Arabic numbers, have descriptive captions, and be mentioned in the text ('see figure 1'; 'see figures 1-4'). Please embed figures in the paper.

Tables: All tables should be numbered with consecutive Arabic numbers, have a clear descriptive caption at the top, and be mentioned in the text ('see table 1'; see 'tables 1-4'). Embed tables in the paper.

The final manuscript should be prepared with font type Times New Roman, font size 12 point, single-spaced throughout including the reference section, with wide (3 cm) margins and formatted as 8x11 paper size.

Figures can be in black and white or color. Maximum length of articles should be 8-10 pages.

Mathematical: 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)’

Chemical: Please supply reproducible artwork for equations containing ring formulae and other complex chemical structures. Schemes should also be numbered with consecutive Arabic numbers.

References: References should be indicated in the text using the name/date system. Citations in the text should appear in alphabetical chronological order (e.g. (Smith 1985, Jones 1987, Coles *et al.* 2000). Listed references should be complete in all details. Please see the examples below for style. References should be listed alphabetically, then chronologically, no issue numbers, full page range where appropriate.

Bloggs, A.B., Simon, S., Caine, M. and Hepburn, A., Style guides are fun. Available online at: www.makeituptheyllneverbelieveit.co.uk (accessed XX Month Year).

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

Other, A.N., How to format a reference. In *Style Manuals Past and Present*, edited by J. Brown, pp. xx–yy, 1988 (Taylor & Francis: London).

Chaplin, C., Style guides for fun. PhD thesis, University of Milton Park, 2002.

Smith, J., The importance of using the correct format. *J. Style*, 1985, **15**(1), 25–30.

Trevor, P. and David, C., This is a paper presented at a conference, in *4th International Meeting of Minds*, 1993, pp. xx–yy.

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

Biographies: Provide a short bio and photo of each author. See sample paper.

Spelling: Follow American usage.