submissions: formatting requirements

Please note that all the textual elements of your submission:

- the complete article,
- all the figure captions,
- the complete literature list, and
- the contact info (bio, mailing address, E-mail address, etc.)

must be combined into one Word document. Please do not submit multiple files for each of these items.

In addition, images (tables, charts, photographs, etc.) must not be embedded into the Word document. All images must be submitted separately, and details about how to do this are provided below.

Text formatting

Please use single spacing and un-indented paragraphs for your text. Just place an extra blank line between paragraphs.

We also ask that you forego any special formatting beyond the use of italics and boldface, and make sure that all text is left justified.

If you would like to emphasise certain words within the text, please only use italics (do not use underlining or a larger font size). Boldface is reserved for article headers.

Please do not "centre" text on the page, add special tab stops, or use underlining as all of this must be removed before layout. If you require a special layout, please let the word processing program you are using help you to do this formatting rather than doing it by hand on your own.

If you need to make a list, or add footnotes or endnotes, please let the Word processing program do it for you automatically. There are menus in every program that will help you to do this. The fact is that no matter how careful one might be, errors have a way of creeping in when you try to hand number footnotes and literature lists.

Image requirements

Please number images consecutively throughout the article by using a new number for each image. If it is imperative that certain images are grouped together, then use lowercase letters to designate the images in a group (ie 2a, 2b, 2c).

Please put figure references in your article wherever they are appropriate, whether that is in the middle or end of a sentence. If you are not directly mentioning the figure in the body of your article, when it appears at the end of the sentence the figure reference should be enclosed within parenthesis and be inside the sentence, meaning before the fullstop.

In addition, please note:

- We require images in TIF or JPEG format.
- These images must be no smaller than 6 x 6 cm in size at 300 DPI.
- Images cannot be any smaller than 80 KB in size (or they will print the size of a postage stamp!).

Larger images are always better, and something on the order of 1 MB is best. Thus, if you have an image in a large size, do not bother sizing it down to meet our requirement.

Abstracts

An abstract of your article is not required. However, if you choose to provide us with one, we will print it in a separate box.

Contact info

At the end of every article is a Contact Info box with contact information along with a head shot of the author. Please note at the end of your article the exact information you would like to appear in this box and format it according to the previously mentioned standards. A short bio may precede the contact info if you provide us with the necessary information (60 words or less).

Questions?

Please contact us for our Author Kit, or if you have other questions:

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