

Sept. 2007

Guide for Authors

SUBMISSION

Authors are requested to submit their manuscripts electronically by emailing them to theresearchcentre@ccn.ac.uk.

Submission of an article implies that the work being presented has not been published previously (except as part of a published lecture, project report or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and, tacitly or explicitly, by the responsible authorities where the study was conducted. If the article is accepted for publication, it should not then be submitted for publication elsewhere in the same form, in English or in any other language.

Articles must be written in good English. Submissions not in good English will be returned by the Research Centre, with the suggestion that the author(s) resubmit when the article has been amended.

If excerpts from other copyrighted works are included, the author(s) must obtain written permission, prior to this submission, from the copyright owners and credit the source(s) in the article.

Should authors be requested to revise the text, the revised version should be submitted within the time frame set.

MANUSCRIPT FORMAT

Manuscripts should be no more than 4,000 words, although the Editor retains the discretion to publish manuscripts beyond this length in cases where the clear and concise expression of the content requires greater length.

Authors should format their manuscript, prior to submission, in to either Microsoft (MS) Word or Rich Text Format (RTF). Always keep a backup copy of the electronic file for reference and safety.

The text should be in single-column format. Do not use the word processor's options to justify text or to hyphenate words. However, do use bold font type, italics, subscripts, superscripts etc, if required.

Prepare equations or tables using the word processor's facility. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns.

Italics are to be used for expressions of Latin origin, for example, *in vivo*, *et al.*, *per se*. Use a comma to separate thousands (e.g. 10,000).

MANUSCRIPT ORDER

*Page 1: **Title page** (in the order given).*

Title. Use a concise and informative title as these are often used in information-retrieval systems. Avoid abbreviations and formulae in the title.

Author names and affiliations. Give the family name followed by the initial of the first name for each author. Below this give their affiliation address (where the actual work was done), indicating author name to affiliation with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address for each author.

Corresponding author. Clearly indicate the author who will handle correspondence at all stages of the publication and post-publication process. Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.

Present/permanent address. If an author has moved since the work described in the article was carried out, or was visiting at the time, a 'Present address' (or 'Permanent address') should be provided. However, the address at which the author actually did the work must be retained as the main, affiliation address.

*Page 2: **Abstract** (in the order given).*

Abstract. A concise and factual abstract is required (maximum length 150 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References should therefore be avoided, but if essential, they must be cited in full, without reference to the reference list.

Non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Keywords. Immediately after the abstract, provide a maximum of 5 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

*Page 3 onwards: **Arrangement of the main body text of the article***

Subdivision of the article. Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2,),

1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to "the text." Any subsection may be given a brief heading, with each heading on a separate line.

Introduction. Give the background to the subject (what previous studies have found/suggested but avoiding a detailed literature survey) and set the scene for the study (why it is of interest?). Also clearly state the aims (what it is you are addressing) of the study you are presenting in the final paragraph of the introduction.

Methods. State clearly the methods used in both the collection of the data and its analysis. If submitting a subject review, the methods section may be very concise.

Results. Results should be clear and concise (use sub headings if required to maintain a clear structure). Number appropriately and in order any Tables and Figures used; they should be accompanied by a clear and self-explanatory legend, which should comprise of a brief title/description of the Figure/Table, and clearly define any symbols/abbreviations used.

Tables (first) and Figures (second) should be presented in this order at the end of the manuscript, separate from the main body text. Data they show should not be repeated in the text or vice versa.

Figures: number consecutively. Also note that Figures include plates/photos, schemes or any other text/incidental graphics.

Preparation of electronic illustrations: general points follow;

- Make sure you use uniform lettering and sizing of your original artwork.
- Use the text box application to add annotation to Figures.
- Only use the following fonts in your Figures: Arial, Courier, Symbol.
- Number Figures and Tables according to their sequence in the text.
- Provide all Figures on separate sheets.

Tables: number Tables consecutively in accordance with their appearance in the text. Be sparing in the use of Tables and ensure the data presented do not duplicate results described elsewhere in the manuscript.

Please do not:

- Supply embedded graphics in your word processor (spreadsheet, presentation) document;
- Supply files that are optimised for screen use (like GIF, BMP, PICT, WPG); the resolution is too low;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

Discussion. This should explore the significance of the results from the study and **not** repeat them. The discussion of results should especially be undertaken with reference to the issues raised in the introduction.

Conclusions (optional). The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Acknowledgements. Give acknowledgements to staff, organisations and information on grants received and the funding body.

References. Responsibility for the accuracy of bibliographic citations lies entirely with the authors. References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', ..., placed after the year of publication. Citation of a reference as "in press" implies that the item has been accepted for publication.

Note that journal names are not to be abbreviated but written in full.

Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., Lupton R. A. (2000). The art of writing a scientific article. *Journal of Scientific Communications*, 163: 51-59.

Reference to a book:

Strunk, W., Jr., White, E. B. (1979). *The elements of style*: 3rd ed.. Macmillan Publishers, New York

Reference to a chapter in an edited book:

Mettam, G. R., Adams, L. B. (1994). How to prepare an electronic version of your article. In: *Introduction to the electronic age* (Eds. B. S. Jones, R. Z. Smith), pp. 281-304. Blackwell Publishing Inc., London

Reference to a webpage:

Carpenter, A. I. (2002). CITES: good conservation or failing all? *Ezine*, <http://www.chameleonnews.com/sept2002/trade/trade.html> [accessed 23/06/06]

Reference to a report:

Foster, H., Willemstyn, C. (2005). *Achievement of Ethnic Minority Groups in Further Education*. Report No. RS9905, The Research Centre, City College Norwich, Norwich

Footnotes: should be used sparingly and numbered consecutively throughout the article, using superscript Arabic numbers. Many word processors build footnotes into the text, and this feature may be used. Do not include footnotes in the Reference list.