

Manuscript Preparation Guidelines

1. A template for manuscript preparation is available. Authors should use this template and observe the styles therein to ensure that their submission will be successfully converted to PDF.
2. The document should be written in English, using British (UK) spellings. SI units should be used throughout.
3. The full article should not exceed 30 published pages (including figures, etc.).
4. The article should have two abstracts: a general abstract in which the use of technical jargon should be avoided, and a brief technical abstract that will facilitate location of the article in searches. The general abstract should not exceed 400 words, and the technical abstract should not exceed 100 words.
5. The author should provide 4 or 5 keywords to aid the location of the article by searches / indexers.
6. Figures, tables, graphs, graphics, etc., should, wherever possible, not occupy more than one column. The use of large, high-resolution graphics should be avoided.
7. Mathematical equations will be accepted in computer style where the author does not have access to a suitable package for creating them.
8. References should use the Harvard notation, and appear in a separate section at the end of the text (footnotes should be avoided).
 - a. In the text: single authors should have surname followed by the year in parenthesis, e.g. Smith (1988). Dual authorship should show both surnames: e.g. Smith and Jones (1988). In the case of multiple authorships, et al. should be used: e.g., Smith et al. (1988).
 - b. Style for journals: names of the authors listed as surname initials, (year of publication in parenthesis), paper title, *journal title in italics*, volume (part), 1stpage-lastpage.
 - c. Style for books: Authors as above, (year), *title in italics*, publisher, location, page or chapter number.
 - d. Chapter in book: Authors as above, (year), chapter title, in *book title in italics*, editors names as for authors names, (Ed.), publisher, location, chapter number.
 - e. Proceedings: Authors as above, (year), title, in *conference title in italics*, location of conference, date held, 1stpage-lastpage.
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