

# Information for Prospective Authors

Manuscripts in the format detailed below should be sent as a word document via email to:

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## Manuscript Form and Refereeing Procedure

- All papers should be written in English and submitted in Microsoft Word format.
- All papers will be independently refereed by at least two members of the Editorial Review Board or other acknowledged expert in the field.
- The font should be Times New Roman, font size 12, with single spacing used throughout the document, save for the title.
- Page margins: top and bottom 1 inch; left and right 1.25 inches with full justification. The opening page should contain the title (font: Times New Roman, font size: 15; format: bold, centred and in capital letters).

- Double space down for author's name, brief affiliation and address, (use upper and lower case). The address should include street, building etc., town, country, post/zip code, telephone, facsimile and email details.
- Leave three blank lines and then type Abstract (centred, in bold, capital letters – the style for all main headings). Space down two – begin abstract of approximately 250 words that should concisely describe content.
- Sub-headings are bold, initial cap only, left justified, immediately above the paragraph.
- Papers should not exceed 8,000 words (approximately 14 pages).
- Use standard A4 sized paper (the US 8 ½ x 11-inch paper size is also acceptable).
- Use the SI system for all scientific and laboratory data. Temperature should be in degrees Celsius.
- If you include a photograph, figures, or extract which has been published, written consent must be obtained from the original publisher and/or person who retains the copyright for reprints. All illustrations and tables should be placed in the text near to the point where they are referred to or at the end of the paper. Tables and drawings should be produced by a computer or drawn on white paper with black waterproof drawing ink.
- Tables should be labelled at the top left corner. Example: Table 1. Title initial cap only (bold).
- Figures should be captioned beneath, and centred: Figure 1. Effect of plate.... also initial cap and bold.
- References within the text should be cited with parenthesis without numbering: (Al Nageim, 1992) or (Morley and Couch, 1987). For more than two authors, use the name of the first author followed by et al., (Al Nageim

et al, 2000). Two or more references cited together should be separated by semicolons (Al Nageim, 1998; Morley 2000).

- References should be listed in alphabetical order at the end of the document under references (centred and bold). The authors surname should be listed first, followed by a comma and initial(s). All authors of a given reference should be listed followed by: (i) year of publication in parenthesis e.g. (2001); (ii) title of "article" in quotation marks, journals and books italicised [books should include name(s) of editor(s), publisher, and place of publication. For journals include volume, year/month of issue]. Page numbers should comprise the initial page and the number of the final page e.g. pp 45-48 or p.12.
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