

**INSTRUCTIONS
FOR PREPARATION OF FINAL CAMERA-READY COPY (CRC)
6" x 9" Journal Format (Style BB)**

I. INTRODUCTION

As Gordon and Breach moves into the delivery of journals in electronic format, it becomes essential that authors prepare their typescripts according to established specifications. The effectiveness of the search capabilities offered by electronic delivery will depend upon the care used by authors in preparing their typescripts. Therefore, contributors are strongly encouraged to read these instructions carefully before preparing a typescript for submission, and to check the typescript for compliance with these instructions before submitting it for publication.

Submission of a paper to this publication will be taken to imply that it represents original work not previously published, that it is not being considered elsewhere for publication, and that if accepted for publication it will not be published elsewhere in the same form, in any language, without the consent of the editor and Publisher. It is a condition of the acceptance by the editor of a typescript for publication that the Publisher acquires automatically the copyright in the typescript throughout the world.

The language of this publication is English.

Authors are required to type their papers exactly according to the following instructions. This will ensure that papers received for publication are consistent in style, format, and quality.

The final submitted camera-ready typescript must be as clean and neat as possible; messy erasures and alterations will show up in the printing. Also, of course, the typescript must be accurate - no proofs will be sent.

II. TRANSFER OF COPYRIGHT

Each author will be asked to transfer his/her copyright in his/her article to the publisher upon submission of the camera-ready typescript. Please complete the appropriate form distributed with these instructions and submit it with your camera-ready typescript.

III. PAPER

If you are using a typewriter, special paper with blue guidelines is available from the Publisher. The guidelines will help you to format your text to the proper size. If you prefer, you may print out your typescript on good quality plain white paper (weight at least 20 pound recommended). If you print out your typescript using a laser printer, use at least 24 point weight laser printer paper. If you elect to print out your typescript on plain white paper, be especially careful when setting your margins to the prescribed typing area (instructions follow) before typing your typescript.

The typing area for the text is 12.25 cm (4 3/4) wide by 20 cm (7 3/4) high. Try to fill the typing area, exceeding the width by only one or two letters if necessary.

IV. COMPOSITION OF CRC TYPESCRIPT

For best results, if possible, prepare your article on computers and print the final CRC on a quality printer. Times Roman is the preferred font type, with a point size of 12.

If you have prepared your typescript on a computer, please submit a disk copy of the article with the camera-ready typescript. Any word processing file is acceptable; no special instructions must be followed when you prepare the disk files. Please complete the Disk Specifications form (page 4), and submit it with your typescript and disk.

If a typewriter must be used, an electric typewriter with a carbon ribbon is preferred. And if the typewriter has a choice of typefaces, Prestige Elite 12 pitch is the preferred one. If a manual typewriter must be used, obtain a fresh, black ribbon for typing the final typescript.

Set the left and right margin stops to the two vertical blue lines indicated, a width of 12.25 cm (4 3/4). Set the tabulator so that it indents to the dotted vertical line (five spaces, approximately 1 cm) from the left margin.

If you use a typewriter, type the text on the paper with one-and-a-half (1.5) line spacing *unless your*

paper contains no subscripts and superscripts, in which case, use single-line spacing.

V. PAPER OPENINGS

1. Title

On the first page, leave three lines of space from the top, then type the paper title in all upper case letters, centered. If the title is more than one line long, type all lines of the title centered.

2. Author s(s) Name(s) and Address(es)

Leave three lines of space after the title, then type the author's full name in capitals, centered. On the line immediately following the author's name, type the author's address in upper and lower case letters, centered. Run on the address to make the minimum numbers of lines, and type all lines centered.

When there is more than one author on a paper, type authors' names one after the other, separated by commas. Then type addresses one after the other, separated by semicolons. Use a lower case letter to link each author's name to his/her address. See sample pages for style.

3. Abstract

A concise abstract of not more than 150 words is required, typed single spaced. Leave three lines of space after the author's address, then type the abstract, flush left.

4. Keywords

1-6 keywords, suitable for indexing, are required. Leave two lines of space after the abstract, then type the word "Keywords", underlined. Leave three typewriter spaces, then type the keywords. Separate keywords with semicolons. Leave three lines of space below the keywords before beginning the text.

VI. TEXT

1. Headings

Type first-level headings in all capital letters, flush left. Leave two lines of extra space above each heading, and one line of space below. Type second-level headings in upper and lower case letters, flush left. Underline these headings. Leave one line of extra space above each second-level heading, but no extra space below. Type third-level headings with only the first letter of the heading in upper case letters. Leave one line of space above each third-level heading, but no space below. Start the text after headings without an indent.

2. Line Length

Aim to finish each line as close to the right margin as possible. If you are using a typewriter, the line limit is shown by the blue double vertical lines on the right side of the page. Each normal line of the text must finish before the double vertical lines.

3. Paragraphs

Indent the text at the beginning of each new paragraph EXCEPT after a text heading. Do not leave extra space between paragraphs.

VII. EQUATIONS

For mathematical equations and chemical formulas, leave one line of extra space above and below each equation or set of equations. The displayed equations should be centered within margins. If equations are numbered, set the equation number in parentheses flush with the right margin. Center formula numbers vertically.

It is not always possible to set equations on a regular typewriter, so the following suggestions may be helpful:

(i) If you are using an IBM Selectric machine, a mathematics/technical element is available. This special element contains superior numbers, Greek letters, integral and summation signs, and other mathematical symbols.

(ii) You can buy sheets of press down lettering (e.g., Letraset) containing mathematical and Greek symbols.

(iii) Pen-lettering stencils are available from art-supply shops.

(iv) If no other method is available, then any special symbols should be written by hand.

This must be done very neatly, using black ink.

It is recommended that vector quantities, which would be printed in bold by conventional typesetting, be indicated with a single underline; tensors should be indicated with a double underline.

VIII. ILLUSTRATIONS

Illustrations must be placed or pasted into the text in the appropriate position, with the relevant captions underneath each. Be sure all numbered figures are cited in the text.

1. Size of Illustrations

The maximum width of an illustration is normally 12.25 cm (4 3/4"), so that it will fit within the typing area. An illustration may be much less than 12.25 cm (4 3/4") in width, if appropriate.

2. Halftone Illustrations (photographs)

Good glossy original prints are required. Already printed photographs, cut from other publications, will not reproduce well (and their use usually will infringe on copyright). Have the halftone illustrations prepared so that they are 12.25 cm (4 3/4") wide or less, or, alternatively, crop the illustration to the text width. Whenever the use of color is an INTEGRAL part of the research, the journal will publish the color illustrations without charge to the author. Position color plates in the text according to the instructions in the preceding paragraph.

3. Line Illustrations

The preferred style of lettering is all capitals, with capital letters between 2 and 3 mm in height. It is usually easier to prepare line illustrations to a larger size (e.g. twice the required size), then have them reduced photographically for pasting into the text.

4. Figure Captions

After preparing each illustration, measure the depth of each (ignoring white borders). Add 1.5 cm (3/4") to the depth, and leave this amount of space in the text. Type the figure caption after the space has been measured on the page.

Type FIGURE 1, etc., in capitals, indented. Leave three typewriter spaces, then type the caption like an ordinary sentence. Indent second and subsequent lines. After the caption, leave one line of white space before starting the text.

5. Pasting in Illustrations

Rubber cement or spray mount is normally preferred for pasting in illustrations, but almost any adhesive will suffice. However, illustrations must not be fixed to the pages by transparent adhesive tape, since this will show in printing.

Paste in each illustration so that it is centered horizontally on the page and there is an equal amount of white space above and below the illustration. Also check (e.g., with a set-square) that the illustration is aligned with the text.

6. Reduction

Remember that the finished camera-ready pages are reduced by 15% before printing. Thus, illustrations will appear somewhat smaller in print.

7. Animation

Author-supplied animation related to the articles accepted for publication will be included in the journal CD-ROM at no cost to authors. Animations are limited to a time duration of 30 seconds. Animation should be submitted with the final typescript, after it has completed the refereeing process. Animations in the following forms (in order of preference) can be accepted from authors:

- Video tape
- AVI or QuickTime files
- A sequence of still images.

The following formats can be accepted:

- all uncompressed formats widely used on PC, Mac and UNIX
- JPEG for colored and compressed images
- TIFF with a group IV compression for black and white compressed images
- FLI and FLC format from AutoDesk.

Authors who submit animations are requested to provide the following information:

- Video tape - format used.
- AVI or QuickTime files - version used, and system used for disk file creation.
- Sequence of still images - format used, version and system used for disk file creation.

Authors who are unable to supply video tape, AVI or QuickTime files may provide the Publisher with a set of sequential still images. Note that an animated sequence will consist of 13 to 15 still images per second of animation; e.g., if an animated sequence is 10 seconds in duration, it is made up of 130 images. Authors who are unable to submit in any of the above-mentioned formats are advised to contact the Publisher to discuss other options with the Publisher prior to submission.

Animation must be mentioned in the text.

IX. TABLES

Tables must be placed as close as possible to where they are mentioned in the text. Be sure all numbered tables are cited in the text.

1. Captions

Type TABLE 1, etc., in capital letters, indented. Run on the table caption after three typewriter spaces, written like an ordinary sentence. Indent second and subsequent lines. After the caption, leave one line of white space before starting the text.

2. Planning

It may be necessary to type out a draft of some tables on a separate sheet of paper, to make sure that they will fit. In any case, tables can be typed separately, then pasted in like illustrations. If a table cannot conveniently be entered within the 12.25 cm (4 3/4) width of the page, then there are other possibilities:

(i) Type the table sideways on the page (landscape).

(ii) Type the table on a separate sheet, to whatever width is necessary. Then have the table reduced photographically to a 12.25 cm (4 3/4) width, and past the photoprint into the text like an illustration.

3. Rules

Make three horizontal rules (lines) on each table: one at the head of the table, one at the foot, and the third after column headings. These lines may be added with pen and ruler (using black ink) after the page has been typed. DO NOT add vertical lines to tables unless essential.

X. RUNNING HEADS

On the right-hand (odd-numbered) pages *but not on the first page* in the header portion of your text, type the paper title (no longer than 40 characters) in all capital letters, centered. If the paper title is too long (more than 40 characters), then make a suitable abbreviation.

On the left-hand (even-numbered) pages, type author's first and middle initials and last name, in all capital letters, centered. If more than three author names are to be included, or if the author names exceed forty characters in length, type the first initial and last name of the first author followed by et. al. Leave 2 lines of space between the running headline and text.

Page Numbers

The actual page numbers will be inserted on either side of the running headlines, by the Publisher, when all the papers are complete. Authors should simply number their pages in light blue pencil in the top-right corner of each page, starting with page 1.

XI. ACKNOWLEDGMENTS

This section should immediately precede References. Leave one line space after the last section of text, then type Acknowledgments, flush left. On the line immediately following, type the text, flush left.

XII. REFERENCES

1. In the Text

References are indicated in the text by superscript arabic numbers in brackets (e.g., . . .has been published [1]).

2. Reference List

References are listed at the end of the paper in numerical order. Use the following common style:

(i) Author's initials are typed before their names.

(ii) Journal title should be abbreviated according to Chemical Abstracts or Physical Abstracts or Mathematical Reviews style.

(iii) Underline journal titles and book titles (do not enclose either in quotation marks).

(iv) In journal references, title of articles should be omitted, the volume number should be bold, and the year of publication set in parentheses at the end of the reference.

(v) If the author knows the HTTP address of a referenced article on the World Wide Web, this information should be added at the end of the reference. Please use the following style:

<www <http://www.blouk.com/article.html>>

where <http://www.blouk.com/article.html> is the HTTP address.

3. Typing the List

Leave one line space after the preceding section, then type References, flush left. On the line immediately following, type the references in numerical order, using single-line spacing.

XIII. FOOTNOTES

Authors are encouraged to minimize the use of footnotes. A footnote may include the designation of a corresponding author of the paper, current address information for an author (if different from that shown in the affiliation), and traditional footnote content. Information concerning grant support of research should appear in a separate Acknowledgments section at the end of the paper, not in a footnote. Acknowledgments of the assistance of colleagues or similar notes of appreciation also properly belong in an Acknowledgments section, not in footnotes.

Indicate footnotes in the text by the following symbols: * (asterisk or star), † (dagger), ‡ (double dagger), ¶ (paragraph mark), § (section mark), || (parallels), # (number sign). Do not use numerals for footnote call-outs, as they may be mistaken for bibliographical reference call-outs. Type each footnote at the bottom of the typescript page on which its text call-out appears.

Footnotes within a table should be indicated by the same symbols listed above. Reinitialize symbol sequence within tables. Type footnotes to a table directly beneath the table.

XIV. TEXT CALL-OUTS TO FIGURES, TABLES, SECTIONS, SCHEMES

When referring to a figure, table or other element within an article, always call the element by its full name: See Table I, Figure 1 illustrates..., Refer to Scheme 1. Do not use ambiguous call-outs (for example, 1 illustrates...) that do not clearly denote the element being referred to.

XV. MAKING CORRECTIONS

All corrections and alterations must be made as neatly as possible, or they will show up in the printing. If a typewriter is used, for simple corrections, especially where the sheet of paper is still in the typewriter, use a white correction fluid to cover up the error.

For corrections of whole sentences and paragraphs, the new material should be typed on a separate sheet, then pasted over the incorrect version. Before the glue sets, check that the inserted material is parallel and square to the other material on the page.

XVI. REPRINTS

Twenty-five free reprints will be provided to the first-named author of each paper. Additional reprints may be ordered by completing the appropriate form distributed with these instructions.

XVII. FINAL CHECK AND SUBMISSION

Since no proofs will be provided, check your paper very carefully before sending it to the editor. Any undiscovered errors in your camera-ready-copy typescript will appear in print. Pack the paper carefully, preferably between sheets of cardboard. Send by the safest and quickest method.