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TYPING: Authors should prepare their manuscript in double column format for printing on A4 (8.3in × 11.7in/210mm × 297mm) paper, justified if possible,

using Times Roman 10pt typeface, and must ensure that the typing area (centred) matches exactly that shown in the specimen pages.

FORMAT: The first page should include (a) Title (10 words is the desired maximum length). (b) Each author's name and affiliation, including present address. (c) Abstract (50–100 words), giving a brief account of the most relevant aspects of the paper. (d) 5–10 keywords taken from the keyword list at the end of this document.

Use single line spacing throughout.

Do not indent the initial lines of paragraphs. Leave a line clear between paragraphs.

Manuscripts should be prepared in the following order: *Introduction* to explain the background work, the practical applications and the nature and purpose of the paper, *Body* to contain the primary message, with clear lines of thought and validation of the techniques described, *Conclusion*, *Acknowledgements* (when appropriate), *References*, *Appendices* (when appropriate).

Section headings should be centred, in capital letters and numbered consecutively, starting with the *Introduction*. Sub-section headings should be in capital and lower-case *italic* letters, numbered *1.1*, *1.2*, etc, and left justified, with second and subsequent lines indented.

All figures and equations to be numbered with Arabic numerals (1,2,....n)

Tables: All figures should be numbered with Arabic numerals. Headings should be placed above tables, underlined and centred. Leave one line space between the heading and the table.

Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table.

Illustrations: All photographs, schemas, graphs and diagrams are to be referred to as **figures**.

Line drawings should be original and not photocopies.

Lettering and symbols should be clearly defined. Figures should be placed at the top or bottom of a column wherever possible, as close as possible to the first reference to them in the paper. They should be

restricted to single-column width unless this would make them illegible.

Do not use coloured photographs or figures.

The figure number and caption should be typed below the illustration, left justified, with subsequent lines indented.

Avoid hyphenation at the end of a line.

Symbols denoting vectors and matrices should be indicated in **bold type** or by a wavy underline. *Italic* letters may be indicated by underlining if an italic typeface is not available.

Weights and measures should be expressed in SI units. All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary must be provided.

Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript numbers. The footnotes should be typed single spaced, and in smaller typesize, at the foot of the column in which they are mentioned, and separated from the main text by a line extending to just over halfway across the column (see specimen pages). Leave a one-line space above and below this line.

References. In the text the surname of the author and the year of publication of the reference should be given. Two or more references by the same authors published in the same year should be differentiated by letters a,b,c etc. For references with more than two authors, text citations should be shortened to the first name followed by *et al.*

Jones (1965, 1968a, b, 1971b) discovered that ...

Recent results (Brown and Carter, 1985; Green *et al.*, 1986) indicate that ...

Only essential references, which are directly referred to in the text, should be included in the reference list.

References must be listed in alphabetical order at the end of the paper. References to the same author(s) should be in chronological order.

Journal references should include: author's surname and initials; initials and surnames of remaining authors; year of publication (in brackets); article title (where provided); abbreviated journal title (in *italics*), volume number and page numbers.

References to books should include: author's surname and initials; initials and surnames of

remaining authors; year of publication (in brackets); the book title (in *italics*; the name of the publisher and place of publication. References to multi-author works should include after the year of publication: the chapter title (where provided); "In:" followed by book title (in *italics*); initials and name(s) of editor(s) in brackets; volume number and pages; the name of the publisher and place of publication.

References should appear in the following form:

Abell, B.C. (1945). The examination of cell nuclei. *Biochemical Journal*, **35**, 123–126.

Abell, B.C. (1956). Nucleic acid content of microsomes. *Nature*, **135**, 7–9.

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Baker, R.C. (1963a). *Microscopic Staining Techniques*. Butterworth, London.

Baker, R.C. (1963b). Methods of preparing thin-section slides. *Journal of the British Medical Association*, **34**, 184–186.

Charlie, F.H. and M.B. Routh (1966). The chemical determination of toxins. *Journal of the American Chemical Society*, **66**, 267–269.

Dog, P.R. (1958). In: *Chemical Carcinogenesis* (R.W. Brown, Ed.), Vol. 1, Chap. 7, pp.56–98. Chapman & Hall, London.

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IN PREPARING SCRIPTS**

**THE TITLE OF THE PAPER, IN BOLD CAPITAL LETTERS, CENTRED,
NOT MORE THAN 10 WORDS**

←
←

**Names of the Authors, upper and lower case,
boldface, centred, 125 mm (5 in) width**

←
←

*Authors' affiliations, Italics, upper and lower case,
centred, 125 mm (5 in) width (maximum)*

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Abstract: Abstract of 50–100 words, 125 mm (5 in) width (maximum), justified Xxxx
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Keywords: 5-10 125 mm (5 in) width (maximum), left justified. xxxxxxxx, xxxxxxxx
xxxxxxxx, xxxxxxxxxxxxxxxx, xxxxxxx, xxxxxxxxxxxxxxxx.

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**1. MAIN HEADING, CENTRED, CAPITAL
LETTERS¹**

←

Text of paper, 76 mm (3in) column width, with 8 mm (.3in) space between. Use full 253 mm (10 in) column length. Paragraphs should be justified, using single spacing, with no paragraph indentation. Use Times Roman font, 10 point. Leave one clear line between paragraphs within a section; two clear lines before a main or secondary heading.

←
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*1.1 Secondary Heading, numbered, left justified,
following lines indented, Italics or underlined.*

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¹Number footnotes consecutively with superscript numbers. Leave a one-line space above and below the footnote line. The character "←" is used here to represent a space equivalent to one line of text.

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*Tertiary Heading; Italics or underlined, No number,
text run-on.* Xxxxxx xxxxxx xxxxxx xxxxxxx xxxxx
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Avoid leaving a heading at the bottom of a column, with the subsequent text starting at the top of the next page/column. Use extra spacings (between earlier figures or sections) to push the heading up to the top of the same column as its text. In view of the tight page constraints, however, do please make the fullest possible use of the text area.

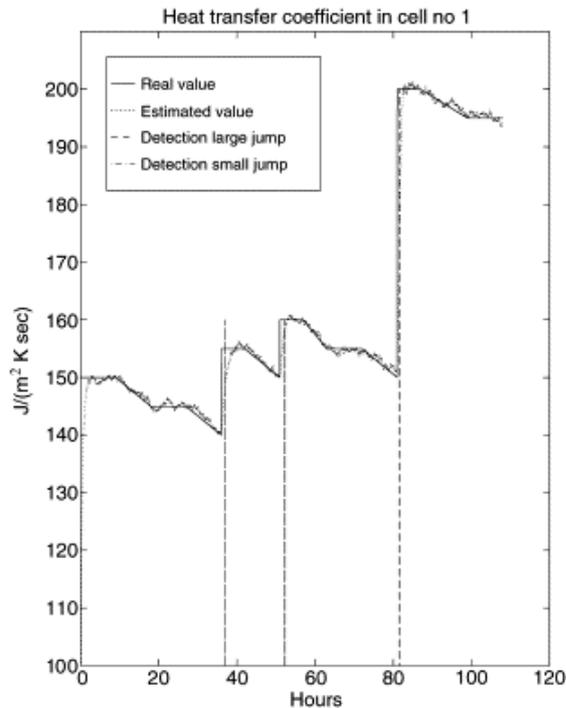


Fig. X. Title of figure, left justified, subsequent text indented. Place figures at the top or bottom of a column wherever possible, as close as possible to the first references to them in the paper. Restrict them to single-column width unless this would make them illegible. Do **not** use coloured photographs or figures.

Where a **publication** is referred to in the text, enclose the authors' names and the date of publication within the brackets, see (Brown, *et al.*, 1994). For one author, use author's surname and the date (Smith, 1991). For two authors, give both names and the date (Smith and Jones, 1992). For three or more authors, use the first author, plus "*et al.*", and the date (Morris, *et al.*, 1990a). If giving a list of references, separate them using semi-colons (Brown, *et al.*, 1994; Smith, 1991; Smith, and Jones, 1992; Morris, *et al.*, 1990b).

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Put only the date in brackets when referring to the **author(s)** of the referenced publication (for example, "This work was first developed by Smith (1991), and later expanded by Brown, *et al.* (1994), who demonstrated that.....").

Table 1 Heading underlined and centred. Do not use vertical lines within the table; use horizontal lines only to separate headings from table entries

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When starting a new paragraph at the top of a column, be careful that the line space before it does not prevent the tops of the two columns from lining up. x xxxxxx xxxxxx xxxxx xxxxx xxxxx xxxxxxxx
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Equations are centred and numbered consecutively, from 1 (n)

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REFERENCES

List of references arranged alphabetically according to first author, subsequent lines indented. Do not number references. Publications by the same author(s) should be listed in order of year of publication. If there is more than one paper by the same author(s) and with the same date, label them a,b, etc. (Morris *et al.*, 1990a, b). Please note that **all** references listed here must be directly cited in the body of the text.

Brown, F., M.G. Harris and A.N. Other (1994). Name of paper. In: *Name of book in italics or underlined* (Name(s) of editor(s). (Ed)), page numbers. Publisher, Place of publication.

Smith, S.E. (1991). *Name of book in italics or underlined*, page or chapter numbers if relevant. Publisher, Place of publication.

Smith, S.E. and L. Q. Jones (1972). Name of paper. *Name of journal in italics or underlined*, **Volume no in bold**, page numbers.

Morris, K.J., A.C. Davies and J.M. Katz (1990a). Xxx x xxxxxxx xxxxxxx xxxxx pp. xx-xxx
 Xxxxxxx. Xxxxx, X. X. X.

Morris, K.J., A.C. Davies and J.M. Katz (1990b), Xxxxxxxxxxxx xx xxx xxxxxxxxxxxxxx xxx
 xxxxxxx xxxxxxxxxx xxxxxxx In: Xxxxxxxx
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- Full **type area used** (253 mm × 160 mm/ 10 in× 6.3 in)
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- Not more than 10 words

- Authors:** Correct placing (2 lines left clear after Title)
- Bold, upper- and lower-case letters
- Centred

- Affiliations:** Placing (2 lines clear after Authors)
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- Centred

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- Placing (4 lines clear after Affiliations)
- Justified
- 50–100 words

- Keywords:** 5–10
- Place (1 line clear after abstract)
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- 4 lines left clear before the start of the main body of the text

- Paragraphs:** No indentation at start
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- Italics (or underlined)
- 2 lines left clear above; 1 below

- Tertiary headings:** Upper and lower case
- Run-on text
- Not numbered
- Italics (or underlined)
- 1 line left clear above

- Figures:** Acceptable line quality
- Legible text
- Inserted appropriately in the text
- Single-column width if possible

- Figure captions:** Below figures
- Left justified
- Subsequent lines indented

- Tables:** Headings above
- Headings centred and underlined
- No vertical lines/boxes
- Horizontal lines only to indicate headings

- References:** Not numbered
- Alphabetical listing
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- All** references cited in text

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