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Guidelines for Contributing Authors

(Please read carefully before originating your copy)

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Text

The text of your article should be submitted as either a Microsoft Word, InDesign or QuarkXpress file.

PLEASE NOTE: If using Microsoft Word it is important that you do not embed/place graphics into the file as the quality of the graphics will be seriously affected. Instead, all graphics must be sent as separate files in one of the formats described below.

Graphics

Graphics should be saved as JPEG, TIFF, or EPS formats. Each graphic must be submitted in a separate file.

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Colour or black and white photographs are acceptable, provided they are good quality and at least 150 mm wide.

In all cases, please keep documents as simple as possible, and avoid special formats.

If you wish to use compression or self-expanding archive programs to reduce file sizes please contact us first to discuss which programmes can be used.

Captions

Captions should be provided for all illustrations and tables, and where relevant, illustrations/tables should be numbered and mentioned by this number in the text.

Contact details

Contact details for the author(s) including address, telephone and fax numbers, and email address must be included.

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Articles can be supplied on CD-Rom to the address above, by email to your editorial contact or by FTP

If your material is larger than 15 MB, it is preferable that files are uploaded to our FTP site or sent on CD-Rom.

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Further information

Approval procedure

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