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AUTHOR GUIDELINES - ARTICLE PREPARATION

Preface

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An original article would normally consist of **5000-7000** words (excluding figures, tables and references), although high-quality articles which exceed 7000 words will be considered.

All articles must be written in UK English, using UK spelling and terminology. The text and English language in new and revised articles must be checked, edited and corrected by the authors, preferably with the help of a native English speaker.

Submissions may be formatted in single or double spacing, preferably in Times New Roman size 12 font. All accepted articles will be correctly formatted for publication.

The text of the article should include the following (see section 4 for further details):

- title
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- text
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  - It needs to briefly cover the aim of your research, the methodologies used and what you concluded.
  - Avoid including references. If essential, then cite the author and year.
  - Avoid using uncommon abbreviations. If unavoidable, then define at the first mention in the abstract.
  - Use any relevant keywords to improve the findability of your paper in online search engines and indexes.
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All works cited in the text must be included in the References section at the end of the article.

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References should be made only to works that are published, accepted for publication (not merely "submitted"), or available through libraries or institutions. Any other source should be qualified by a note regarding availability.

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The full reference should include

- all authors' names and initials,
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All illustrations, whether diagrams or photographs, are referred to as Figures. If any figures appear in colour, please note that they will only appear in colour in the online version; in the printed version they will be in black and white. If the quality of the colour figure supplied is not suitable to be produced in colour, it will also be shown in black and white in the online version. Figures should ideally be black and white, not colour, and numbered sequentially. However, if colour is essential to the figure please send a good quality colour image. Please place them at the end of the article, rather than interspersed in text.

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Imperial units will be converted, except where conversion would affect the meaning of a statement, or imply a greater or lesser degree of accuracy.

9. International Context

It should not be assumed that the reader is familiar with specific national institutions or corporations. Authors are encouraged to approach their chosen topic with an international perspective.

Countries and groupings of countries should be referred to by their full title (for example, 'Europe' and 'America' are ambiguous).

Special attention should be paid to identifying units of currency by nationality.

Acronyms should be translated in full into English. (See also 'Translated works' below.)

10. Translated Works

Difficulty often arises in translating acronyms, so it is best to spell out an acronym in English (for example, IIRP - French personal income tax).
Similarly, labels and suffixes need careful attention where the letters refer to words which have been translated.

The names of mathematical functions may change in translation - check against an English or American mathematical reference text.

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