

As you prepare to submit your manuscript, please print out this list and check-off each item as it is completed. Failure to conform to the format requirements will result in your paper being sent back to you, and a delay in publication. Download checklist.

- ☐ The paper must be written in the English language.
- ☐ The paper must contain the following sections: Title, Author Information, Abstract, Key Words, Introduction, Body, Conclusion, and References.
- ☐ The title is in upper case letters and centered on the page. The author's names are centered under the title.
- ☐ Information about the author's department, university and e-mail address is provided. Do NOT include phone and fax numbers. If information is different for each author, multiple asterisks (*, **, ***) are used.
- ☐ Headings and subheadings are flush left and set in **boldface** including "Abstract" and "Key Words" and are in upper and lower case letters (title case).
- ☐ Numbering of sections begins with the introduction, which is given the number 1. (no Roman numerals). A period appears after the number.
- ☐ For subheadings, the numbers used are 1.1, 1.2, etc. If a subsection must be further divided, the numbers 1.1.1, 1.1.2, etc. are used and the number and associated title are set in *italics* instead of **boldface**.
- ☐ The first paragraph following a heading or subheading is flush left and all paragraphs that follow are indented.
- ☐ Figure captions appear below the figure, are centered and in lower case letters. When referring to a figure in the body of the text, the abbreviation "Fig." is used.
- ☐ Table captions appear centered above the table in upper and lower case letters. When referring to a table in the body of the text, use the entire word. For example, "Table 1" (do not abbreviate).
- ☐ Equations are numbered (1), (2), etc. When referring to an equation in the body of the text, only the number enclosed in round brackets is used. A colon is inserted before an equation is presented, but there is no punctuation following the equation.
- ☐ British/Canadian spelling is adopted. Please pay particular attention to the spelling of "modelling" and "catalogue". Acronyms are spelled out at first mention, but not thereafter.
- ☐ Manuscript is in **double-spaced, single-column format**.
- ☐ An acknowledgement section can be presented after the conclusion, if desired.
- ☐ References are numbered and listed in the reference section in the order that they appear in the text, NOT in alphabetical order by author's names. When referring to a source in the text, only the numeral enclosed in square brackets is used for identification (i.e., [1]). No reference to the author is necessary.

All references are collected in a reference section at the end of the main text (see document template for formatting references). Please note that journal title and volume number (but not issue number) are set in *italics*.

Biographies of authors are provided (120-150 words). The authors' names are set in *italics*.