

AUTHOR GUIDELINES - ARTICLE PREPARATION

Preface

In accordance with academic and professional protocols, Inderscience cannot accept an article if it is not the author's original work, has been published before (but see below regarding conference articles), or is currently under consideration for publication elsewhere. The article must not contain any libellous or unlawful statements or in any way infringe the rights of others. All authors must declare they have read and agreed to the content of the submitted article. A full statement of our Ethical Guidelines for Authors is available at <http://www.inderscience.com/www/authorethics.pdf>.

An author may submit an article if that article (either the same or substantially similar) has previously been under consideration with another publisher or journal (including other Inderscience titles). However, the author must have formal written evidence of the rejection or withdrawal of the article from the original place of submission. Once the article has been submitted, the author must email this written evidence to submissions@inderscience.com, requesting that it be added to the submission and stating the Inderscience submission ID.

The author must be the owner of the copyright and be entitled to sign the Author Copyright Agreement. In submitting an article, the author complies with these conditions. In addition, the publisher reserves the right to re-referee and/or reject an accepted article if the article does not meet the criteria outlined in the review form or if the article is in some other way deemed possibly unsuitable. If the Author wishes to abandon the review process or remove his/her article from elsewhere in the system before publication, the article must be formally withdrawn in writing before it can be submitted to another journal. Non-compliance with any of the above conditions may result in sanctions.

1. Sample Articles

For reference, sample articles are available from all journal home pages. Please visit www.inderscience.com.

2. Article Preparation

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. If English is not your first language, please ask an English-speaking colleague to proofread your article.

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
- abstract
- text
- references and notes
- tables, figure captions and figures
- keywords
- but **not** the names of authors, their biographical notes nor any acknowledgements.

Please make sure that authors' names are **not included** in the document/file properties.

Templates (Word or LaTeX) for all journals are available at http://www.inderscience.com/info/inauthors/author_templates.php, should you wish to use one. *Although the templates will allow you to estimate the total number of pages if typed in single line spacing, it is **not** essential that you use one, since all accepted articles will, as stated above, be correctly formatted for publication by Inderscience Publishers.*

3. Conference Articles

If your article is based on a conference paper, it is important that you observe the following:

The submitted article must have been substantially revised, expanded and rewritten so that it is significantly different from the conference paper or presentation on which it is based. The article must be sufficiently different to make it a new, original work. As a guide, you should aim to have more than 50% new material. This is a matter of judgment and will be based on a comparison of the submitted article with the original conference paper.

The original conference article should be supplied by the author with the expanded article for the purpose of comparison.

All such articles will be subject to the same review process as any other submitted article.

Please include the statement '*This article is a revised and expanded version of a article entitled [title] presented at [name, location and date of conference]*' in the online system when you submit your article, using the "Notes for the Editor" field.

If the original conference article on which the extended article is based has been published elsewhere, or the copyright has been assigned to the conference organisers or another party, authors should ensure that they have cleared any necessary permissions with the copyright owners. Articles will not be accepted, post-review, for publication unless such written permissions have been provided along with author copyright forms.

4. Title, Abstract, Keywords, Addresses, Biographical Notes

Please assist us by following these guidelines:

- **Title** : as short as possible, with no abbreviations or acronyms.
- **Abstract** : approximately 100 words, maximum 150.
- **Keywords** : approximately 10-15 words or phrases. Keywords are important for online searching ; please visit http://www.inderscience.com/www/id31_keywords.pdf for further keyword requirements.
- **Address*** : position, department, name of institution, full postal address and email address for each author.
- **Biographical notes*** : approximately 100 words per author, maximum 150.

* Author details should not be included in the article, and are only required when completing relevant sections of the online submission form.

5. References and Notes

Inderscience journals use the Harvard (name and date) short reference system for citations in the text with a detailed alphabetical list at the end of the article. For example 'Hamel (2000) suggests ...' or 'Nonaka and Takeuchi (1995) found that ...' or 'A study of economic change (Nelson and Winter, 1982) has shown that ...'

It is imperative to ensure that all works cited in the text are included in the References section.

Footnotes should be avoided, but any short, succinct notes making a specific point may be placed in number order following the alphabetical list of references.

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.

Full reference should include all authors' names and initials, date of publication, title of article, title of publication (italics), volume and issue number (of a journal), publisher and form (books, conference proceedings) and page numbers.

Find examples of how to reference materials at <http://www.inderscience.com/www/info/new/pdf/refguide.pdf>.

Further examples of references may be found in the sample articles available from all journal homepages. Please visit www.inderscience.com.

Please note: for the **International Journal of Private Law** and the **International Journal of Public Law and Policy** only, please use the **Numeric** Referencing System which uses numerals in the text with a detailed numerical list at the end of the article. For example, "Smith's [1] research supported the earlier findings of Miller [2] highlighting the probability of the results in this area to be true..."

6. Figures

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.

Please prepare all figures, especially line diagrams, to the highest possible standards. Bear in mind that lettering may be reduced in size by a factor of 2 or 3, and that fine lines may disappear.

7. Units of Measurement

Inderscience journals follow the Système International (SI) for units of measurement.

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

8. 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.)

9. 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.