

## AUTHOR GUIDELINES

### Typescript preparation

- The original typescript should be submitted electronically in A4 size format, with a word count of 5000-7000, with double-spaced typing and a wide margin on the left, following the submission requirements described on the Journal's website.
- A final paper which would exceed 7000 words or occupy more than 20 pages of the Journal may be returned for abridgement.
- Three files should together be included together in the electronic version emailed:

**File 1.** The title of the paper, plus the names, affiliation and complete addresses, e-mail and fax number of authors, and an abstract, keywords and brief biographical notes about authors

**File 2.** The text of the paper, including text, acknowledgements, references and notes, tables, figure captions, figures, but without the names of authors or their biographical notes

**File 3.** The cover letter, for which a sample is provided, which includes answers to questions about the relevance of the paper to the submitted journal and nominations of four experts in the subject of the paper who may be used as referees, unknown to the authors and from a different country to their own together with the Author Agreement (Copyright).

- **All papers must be written in UK English.**
- If English is not your first language, please ask an English-speaking colleague to proofread your paper.
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### Electronic copy

- The preferred word processing program is Microsoft's Word or Word for Windows. A *general Word template* (<https://www.inderscience.com/mapper.php?id=202>) is available for your use. If you have used LaTeX format (*and there is a LaTeX template available for A4 journals*, <https://www.inderscience.com/mapper.php?id=202>) please convert it to PDF format. To ensure that those reviewing your manuscript will be able to view it you must save your LaTeX file as a PDF file.
- Figures in the final accepted manuscript may be included in the electronic text file and also provided as separate files, but must also be accompanied by high-resolution hard copy printout.

### 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, 'China', 'Europe' and 'America' are all 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.)

### Title, abstract, keywords, addresses, biographical notes

Please assist us by following these guidelines:

- Title : as short as possible
- Abstract: approximately 100 words, maximum 150
- Keywords : approximately 10 words or phrases
- Address : position, department, name of institution, full postal address
- Biographical notes : approximately 100 words per author, maximum 150.

### 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 paper. 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 ...'.
- 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 paper, title of publication (*italics*), volume and issue number (of a journal), publisher and form (books, conference proceedings), page numbers.

### Figures

- All illustrations, whether diagrams or photographs, are referred to as Figures and are numbered sequentially. Please place them at the end of the paper, rather than interspersed in text.
- Originals of line diagrams will be reduced and used directly, so please prepare them 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. Electronic copies of the figures are also required.

### 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.

### Units of measurement

- Inderscience journals follow the Système International 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.

## SUBMISSION PREPARATION CHECKLIST (All items required)

- The submission has not been previously published in English nor is it before another journal for consideration; or an explanation has been provided in Comments to the Editor.
- The submission file is in Microsoft Word, RTF or PDF document file format.
- The text is double lined spaced; uses a 12-point font; employs *italics*, rather than underlining (except with URL addresses); with figures and tables placed at the end of the paper, rather than interspersed in text.
- The text meets the formatting requirements outlined in the Author Guidelines section.
- **IMPORTANT** Because my article will be peer reviewed, **I have removed all kind of author identification** (names and affiliations) from the file that I am submitting and I am going to upload in Step 3. Also, the author's name has been removed from the document's Properties, which in Microsoft Word is found in the File menu.

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