

COST-BISTS - HANDBOOK ARTICLE STRUCTURE

Please follow these simple guidelines closely to avoid a lot of editing. The structure of this document follows the required guidelines. Just replace titles and paragraphs as required.

For Text Use:

Size: A4

Format: single column

Fonts: Times New Roman size 12 (for all text except main title)

Margins: All 25 mm

➔ Text should be written in third person

Individual section titles are as follows starting on a fresh page(example):

2.2 SOLAR SYSTEM DESIGN (size 14)

2.2.1 Numbering of Sections (for third level heading, all main words capitalised)

Chapters should be numbered according to their chapter number (see list of handbook chapters in meeting minutes)

2.2.1.1 Numbered subsections (for fourth level, only first word capitalised)

Divide your article into clearly defined and numbered sections. Subsections should be numbered **1.1** (then 1.1.1, 1.1.2, ...), 1.2, etc. (for chapter 1). All should be size 12 except the main headings which is size 14, as indicated above. Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection must be given a brief heading. Each heading should appear on its own separate line. Add an empty line before and after the heading. Do NOT use more than four levels. For tables and figures use: Table 1.1; Fig. 1.1, etc. For equations use Eq. (1.1) (again for chapter 1).

➔ Use up to four levels of numbering. For more levels use a), b), c), etc.

Table 1.1. Values of volume		
Length (m)	Velocity (m s^{-1})	Number
5	7	1515

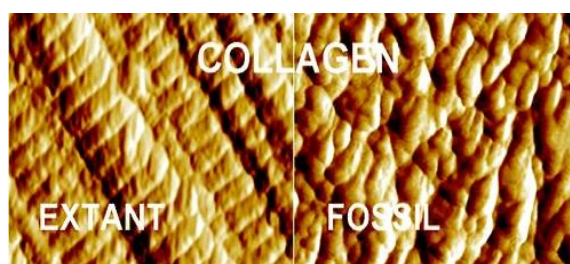


Fig. 1.1. Extant fossil collagen. Make sure that the letters of the figure can be clearly read

$$487 \frac{\sqrt{45} * length}{4 \times 3} \quad (1.1)$$

2.2.3 Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc. Similarly, for tables and figures: Table A.1; Fig. A.1, etc.

2.2.4 Artwork

2.2.4.1 Electronic artwork

General points:

- Make sure you use uniform lettering and sizing of your original artwork.
- Fonts: Times New Roman 12
- Number the illustrations according to their sequence in the text.

Regardless of the application used, when your electronic artwork is finalized, please 'save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):
 EPS (or PDF): Vector drawings. Embed the font or save the text as 'graphics'.
 TIFF (or JPG): Color or grayscale photographs (halftones): always use a minimum of 300 dpi.
 TIFF (or JPG): Bitmapped line drawings: use a minimum of 1000 dpi.
 TIFF (or JPG): Combinations bitmapped line/half-tone (color or grayscale): a minimum of 500 dpi is required.

2.2.4.2 Figure captions

Ensure that each illustration has a caption. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used. Figure captions appear at the bottom of the figure.

2.2.5 Tables

Please submit tables as editable text and not as images. Tables can be placed next to the relevant text in the article. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical lines. Table captions appear at the top of the Table.

2.2.6 Math Formulae

Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., x/y. In principle, variables are to be presented in italics. Powers of e are

often more conveniently denoted by exp. All other equations should be presented on a separate line. The use of math editor or equation editor is highly recommended. Number consecutively all equations. Equations should start on the left margin and the number in parenthesis on the right margin.

2.2.7 Reference Style

2.2.7.1 Text

Use Harvard style. All citations in the text should refer to:

1. Single author: the author's surname (without initials) and the year of publication in parenthesis;
2. Two authors: both authors' surnames and the year of publication in parenthesis;
3. Three or more authors: first author's name followed by "et al." and the year of publication in parenthesis.

Citations may be made directly (or parenthetically) separated by a colon (;). Groups of references should be listed first alphabetically, then chronologically.

Examples: 'as demonstrated in wheat (Allan, 2000a; 2000b; Allan and Jones, 1999)....' 'Kramer et al. (2010) have recently shown'

2.2.7.2 List

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Geer J., Haralds J.A., Lupton R.A., The art of writing a scientific article. Journal of Scientific Communication, 2010;163:51–59.

Reference to a book:

Strunk W., White E.B., The elements of style. 4th ed. New York: Longman; 2000.

Reference to a chapter in an edited book:

Mettam G.R., Adams L.B., How to prepare an electronic version of your article. In: Jones BS, Smith R.Z., Editors. Introduction to the electronic age. New York: E-Publishing Inc; 2009, p.p. 281–304.

Note: for more than 6 authors the first 6 should be listed followed by "et al."