

GUIDE FOR AUTHORS

Transportation Letters

The International Journal of Transportation Research

This guide is intended to provide an overview of the style and presentational conventions used in *Transportation Letters: The International Journal of Transportation Research*

Authors, please note that articles may be returned or rejected at the point of submission if the quality of presentation or the written quality of the English does not meet the required standard. Please read the guidelines carefully and consult a recent issue of the journal before preparing and submitting your work.

AIMS AND SCOPE

Transportation Letters: The International Journal of Transportation Research is a quarterly journal that publishes high-quality peer-reviewed and mini-review papers as well as technical notes and book reviews on the state-of-the-art in transportation research. The focus of *Transportation Letters* is on analytical and empirical findings, methodological papers, and theoretical and conceptual insights across all areas of research. Review resource papers that merge descriptions of the state-of-the-art with innovative and new methodological, theoretical, and conceptual insights spanning all areas of transportation research are invited and of particular interest.

TYPES OF CONTRIBUTION AND SCOPE

Types of contribution include:

Original papers (7500 words excluding figures and tables although longer articles will be considered)

Short communications, providing a rapid publication route for preliminary announcements or short accounts of new techniques (1000-1500 words with, at most, four figures and/or tables)

Technical notes reporting the results of research that is not sufficiently broad to warrant publication of a full paper, this may also include validated industrial case studies and technology updates (1000–1500 words with, at most, four figures and/or tables)

Letters to the Editor providing brief technical commentary or discussion on published papers

Perspectives, personal assessments of the current state of a field with a view to its future, selecting important current issues and indicating how the field may develop and the progress required to facilitate this. Informed speculation and well argued unconventional views are encouraged, with the aim of stimulating discussion (about 3000 words plus figures and tables)

Critical assessments/reviews (4000–5000 words excluding figures and tables although longer articles will be considered). Authors wishing to contribute critical assessments or reviews should contact the Editor to discuss their proposal before submitting.

Please contact the journal office if you wish to seek an exception to the recommended word limit.

TRL publishes special issues focusing on topics of current interest. Proposals for special issues are welcome and should be addressed to the editor.

SUBMISSION

Submissions to the journal must be made online at <http://trl.edmgr.com>. Information on manuscript preparation and file formats is given below.

All submissions are peer reviewed before publication and the editor(s) reserve(s) the right to reject papers before review on grounds of scope, poor English, or poor structure. Submissions must be original work that has not been published elsewhere in the same or substantially similar form nor being considered for publication elsewhere. Redundant publication and the unattributed use of others' work is not acceptable, and submissions may be checked using anti-plagiarism software against the CrossCheck database or subject to other automated checking.

OPEN ACCESS

An open access option, MORE OpenChoice, is offered for this journal. Authors may choose to participate by paying an article charge in return for which Maney will undertake to prepare and deposit a final version in PubMed Central or other nominated repositories. MORE OpenChoice papers are publicly accessible via our online hosting platform and are supplied in print to subscribers. More detailed information on MORE OpenChoice and current pricing can be found at www.maney.co.uk/moreopenchoice.

TABLE OF CONTENTS

(click on a link to jump to the section)

PREFACE

STRUCTURE OF RESEARCH PAPERS

[Reviews](#)

[Short communications / technical notes](#)

[Other article types](#)

SUBMISSION PROCEDURE

[Conditions of submission and ethical policy: redundant publication and plagiarism](#)

[Copyright and permissions](#)

MANUSCRIPT PREPARATION INSTRUCTIONS

[File formats](#)

[Subheadings](#)

[Presentational conventions](#)

[Language](#)

[Spelling](#)

[Hyphenation](#)

[En rules \(dashes\)](#)

[Solidus](#)

[Comma](#)

[Colon](#)

[Quote marks](#)

[Braces/brackets/parentheses](#)

[Titles](#)

[Abbreviations, contractions and acronyms](#)

[Variables/symbols](#)

[Numbers and dates](#)

[Greek alphabet](#)

[Currencies](#)

[Chemical elements](#)

[Geographical designations](#)

[Trade names/registered trademarks](#)

REFERENCES

FOOTNOTES

EQUATIONS

[Equations in Word 2007](#)

TABLES

FIGURES/FIGURE CAPTIONS

UNITS

[Hardness/microhardness](#)

[Temperature](#)

[Electrode potentials](#)

[Year / day](#)

[Units in figures, tables and equations](#)

[Exponential form](#)

[CHEMICAL AND ALLOY COMPOSITIONS](#)

[SUPPLEMENTARY MATERIAL](#)

[PREPARATION OF FIGURES](#)

[Policy on color](#)

[Conversion of color figures for greyscale reproduction](#)

[Figure size and legibility](#)

[File formats and resolution](#)

[FOLLOWING ACCEPTANCE](#)

[CONTACT](#)

[APPENDIX 1: Abbreviations, contractions and acronyms](#)

[APPENDIX 2: Reference style](#)

[APPENDIX 3: SI units](#)

[>contents](#)

STRUCTURE OF RESEARCH PAPERS

Original research papers should contain the following components (see comments below on reviews and short communications/technical notes):

Note that the guide lengths for articles may differ between journals. Please check the [guidelines above](#) before preparing your article.

Cover sheet giving title, authors and full contact details, including email addresses, for all authors.

Abstract: a concise statement (maximum 150 words) of the aims of the research, the work carried out and the conclusions. The abstract must be self-contained. Do not include general or background information, which should appear in the introduction, abbreviations or references.

Keywords: up to eight keywords for indexing and to improve online searchability.

List of symbols (if required)

Introduction: a summary of current knowledge including a literature survey of previous work in the field, together with a statement of the aims and motivation of the present work.

Experimental methods: the methods employed must be described in sufficient detail to allow others to repeat the work. If a detailed description is given in a reference, readers must be able to grasp the principles of the method without referring elsewhere. Full details must be given of materials and equipment used.

Results and discussion (together or as separate sections). Duplication of data in tables and figures is strongly discouraged, as is excessive use of figures: representative or significant results should be selected. If critical, additional information may be provided as supplementary data (see below). For simple datasets, tables provide a more effective and concise means of presentation. Include standard errors or error bars whenever relevant, and report results to appropriate numbers of significant figures. Papers must critically discuss and interpret the results, not merely describe the findings.

Conclusions: a concise summary of the important findings. The conclusions must not contain information that does not appear elsewhere in the paper.

Appendices may be used, for example, to provide additional information, tables or mathematical derivations. References in appendices should be combined with those in the main text into a single list. Tables and figure are numbered A1, A2, A3, ...

Acknowledgements: all acknowledgements to those who have contributed to the work, institutions, funding bodies, etc. The acknowledgements may also include copyright information that is too extensive to include elsewhere, and other information (such as the fact that the paper is based on a lecture or conference presentation).

References: a complete list of the literature cited in the paper. Detailed information on reference citation and presentation is given in [Appendix 2](#).

Figure captions and tables may be placed in the text near the first mention of the figure or table concerned, or collected together at the end of the paper. If a figure is reproduced or adapted from other work, this must be made clear in the caption and a reference cited, together with any other acknowledgements requested by the copyright holder.

Supplementary material: i.e. additional material (e.g. datasets, models, animations or videos) that enhances the content and impact of articles. Supplementary material is intended to support arguments advanced in the article; it must not refer to other work nor contain discussion or conclusions that go beyond the content of the article. The inclusion of supplementary material is at the discretion of the Editor whose decision on its relevance and appropriateness is final. Supplementary material is peer reviewed with the paper but will not be copyedited or typeset. It should be referred to in the main text, but must be self-contained and supplied as separate files. Refer to each item of supplementary material in parentheses within the text: (Supplementary Material 1), (Supplementary Material 2) and so forth. See the detailed instructions below on submission and presentation of [supplementary material](#).

[>contents](#)

Reviews and perspectives

Unless agreed otherwise with the Editor, reviews or perspectives must not include original research or material not already available in the literature. Authors should use their knowledge to comment on and interpret the literature critically, not merely provide a catalogue or survey. The use of well chosen figures to convey key concepts and to synthesize data from numerous sources is strongly encouraged. The conclusion or summary section of a review should include a perspective of the topic and recommendations for future research.

It is recommended that authors wishing to contribute reviews should contact the Editor to discuss their proposal before submitting.

[>contents](#)

Short communications / technical notes

Length restrictions apply to these types of submission (typically 1500 words). It may therefore be necessary to combine the experimental, results and discussion sections and to limit the introduction to a brief summary of the problem and references to previous work. An important function of short communications and technical notes is to report new techniques and preliminary results, and it is recognized that the scope for discussion may therefore be limited.

Short communications and technical notes are not intended as 'light' research papers reporting restricted amounts of data.

[>contents](#)

Other article types

Other article types such as letters to the editor, critical assessments, technical papers and news and views features (technical updates, company profiles, conference reports, book reviews) are published in some journals. See the [types of contribution](#) listed above for details for this journal.

SUBMISSION PROCEDURE

Unless otherwise specified, submissions must be uploaded to the journal's online submission and peer review system at <http://trl.edmgr.com>.

Information on the procedure and file requirements appears [below](#).

Conditions of submission and ethical policy: redundant publication and plagiarism

All submissions will be sent to independent referees for review before publication. Submissions must be original work that is not being considered or reviewed by any other publication and has not been published elsewhere in the same or a similar form.

All authors must be aware of, and have consented to, the submission. Due regard must be paid to ethical considerations and the submission must conform to the journal's policy on plagiarism and publication ethics.

Authors are required to warrant on submission that these requirements have been fulfilled and that the paper contains no libelous or unlawful statements.

Submissions may be checked using anti-plagiarism software against the CrossCheck database or subject to other automated checking.

Submissions are vetted for quality of English and basic structure and may be rejected on these grounds before being sent for review.

Redundant publication and plagiarism

Plagiarism is the copying or use of other authors' work without proper acknowledgement or attribution. It is unethical and unacceptable in the context of scientific publication, infringes authors' moral rights and may also be illegal where copyright is infringed.

Authors must ensure that all prior work on which they draw is explicitly acknowledged and that the sources are included in the list of references. This requirement relates to the methods, results and conclusions on which the present work is built, and to the text of the papers in which it has been presented. If passages of text are copied word for word, the source must be given and the text must be placed within quotation marks. If the original text is paraphrased or reproduced with minor alterations, this must be made clear and the source given. It is unacceptable to reproduce extensive passages of text without permission from the author(s) and the copyright holder.

A related unacceptable practice is 'redundant-publication', the multiple publication or submission by an author of the same research or the reuse of substantial portions of papers without acknowledgement of prior publication. (This includes publication of a paper in different languages.)

Redundant publication of the same material and plagiarism of others' work without acknowledgement are serious ethical offences that may leave the author open to sanction.

It is the responsibility of senior authors and the institutions in which they work to ensure that papers appearing under their names conform to these guidelines. It is a condition of

submission to the journal that all authors of any paper found, following due process, to breach good practice accept responsibility for this breach, which will be subject to sanction at the Publisher's and Editors' absolute discretion. These sanctions may include, inter alia, the retraction of a published paper; publication of a note of correction or apology; banning of future submissions by any author for a specified period; and/or notification of the Head of the authors' department or organization.

Full details of Maney's submission and ethical policies may be read [here](#).

Maney is a member of [CrossCheck](#), the multi-publisher initiative to combat plagiarism and redundant publication. Submissions are checked for similarity against the CrossCheck database, which consists of published material from all participating publishers, using iThenticate software, and may be subject to other automated checks.

Maney supports the [ethical principles](#) set out by the Committee on Publication Ethics (COPE) available on its website (<http://www.publicationethics.org/>).

[>contents](#)

Copyright and permissions

It is a condition of publication that, on acceptance of the paper by the journal editor, copyright must be assigned to the society or professional organization for which Maney publishes the journal. If the author is not able to make the assignment, the author's employer may sign the copyright agreement or grant a non-exclusive license to publish the article in the journal.

If you are submitting via the Editorial Manager online system, you will need to upload a scanned, signed copyright form with the revised version of your paper for it to progress.

The Maney copyright form and standard licenses for UK and US government employees are linked from the online submission site and available via the Maney website.

Authors may reuse their own material after publication for non-commercial purposes, and place a post-print of the article (i.e. the final accepted manuscript before copyediting and typesetting) on their own website or in an institutional or subject specific repository.

Authors will receive a PDF file (eprint) of the final published version of their article that they may circulate to colleagues, but which may not be used for commercial purposes or posted online. Detailed information on these questions is available [here](#).

Authors who wish to reproduce sections of text, data or figures from previously published sources or where copyright is owned by a third party must obtain written permission from the copyright holder and any other interested party. Permission is required to use items in all geographical regions of the world, in all formats (including electronic), in perpetuity. This permission may stipulate wording that must be included in conjunction with the copyrighted material.

Advice and detailed information on obtaining permissions is available [here](#). Note that many publishers now deal with copyright permissions requests online via Rightslink (a permissions link is usually provided from the abstract page of the article in question).

Maney is a signatory of the [STM](#) Permissions Guidelines relating to the re-use of limited amounts of material from published works.

[>contents](#)

MANUSCRIPT PREPARATION

File formats and word processing

The final version of the paper for typesetting must consist of a text file (in Word, rtf or an equivalent format) and separate high resolution files of each figure prepared according to the instructions below. LaTeX2e files will in most cases also be acceptable but support for submission of LaTeX2e documents is not provided.

In preparing the manuscript as a Word or rtf file, there is no need to format it to a specific template, but format italic or bold type and sub- and superscripts where necessary.

Use hard returns only at the end of paragraphs, switch autohyphenation off, and do not justify text. Be consistent in spacing, punctuation, and spelling.

Ensure that Greek symbols are clear and also that similar characters, e.g. l ('el') and 1 ('one') or O ('oh') and 0 ('zero'), are distinguished and correctly keyed. A list of symbols should be provided if helpful to the reader.

[>contents](#)

Subheadings

Section and subsection headings should be clearly differentiated, either typographically or by using a structured numbering system. (Note that this numbering is for guidance to the typesetter and will not generally appear in the printed version.)

Presentational conventions

Use the passive mode, rather than first person pronouns or direct speech. For example, write: 'Studies were carried out' *or* 'The authors carried out a series of experiments', **not** 'We carried out studies in our laboratory' or 'We carried out a series of experiments'.

Brevity is preferred: e.g. 'before' over 'prior to', 'beside', over 'adjacent to'. Use 'first', 'second', etc. rather than 'firstly', 'secondly', etc. 'Among' is preferred to 'amongst' and 'while' to 'whilst'. 'Owing to' 'as a result of' or 'because of' (as appropriate) is preferred to 'due to'.

[>contents](#)

Language

Papers may be rejected on ground of poor English. The journal retains the right to refuse publication of articles where the quality of presentation or the written quality of the English does not meet publication standards.

Maney recommends that all non-native English-speaking authors ask a native English speaker or professional language-editing service to review their manuscript before submission. This is not mandatory but will help ensure that journal editors and reviewers fully understand the academic content of the paper. Further information on [language editing services](#) (including a discount offer) is available on the Maney website.

Spelling

Spelling follows **USA English**, and ‘z’ variants rather than ‘s’ where there is an option, e.g. ‘standardize’, ‘analyze’, not ‘standardise’, ‘analyse’. (Original spelling is retained in company names, patented processes, book titles, etc.)

Single consonants are used with the past participle, e.g. ‘biased’, ‘targeted’, not ‘biassed’, ‘targetted’.

Retain the ‘e’ in words like ‘changeable’, where its lack would alter the *consonant’s* pronunciation (exception: ‘aging’, not ‘ageing’). This rule is **not** invoked for vowels, e.g. ‘ratable’, **not** ‘rateable’.

Hyphenation

With the exceptions below, hyphens are avoided unless ambiguity arises. Hyphens are rarely used within composite words (e.g. ‘breakdown’) or adjectival phrases (e.g. ‘as sintered condition’), and never with adverb–adjective combinations (‘It is well known ...’).

Compound nouns (e.g. ‘breakdown’, ‘changeover’) are rendered as single words unless difficulties may occur in reading. The related verbs appear as two words, e.g. ‘to break down into component parts’.

Hyphens **are** used:

- (i) after the prefixes ‘post’, ‘non’, ‘self’, ‘cross’, (exceptions: ‘crossbar’, ‘crosshead’, ‘crosspiece’), and ‘quasi’ (but ‘quasicrystal’, ‘quasibinary’, and similar)
- (ii) before the suffixes ‘up’ and ‘off’ when used as noun or adjectivally, e.g. ‘set-up’, ‘build-up’, ‘sawn-off’; two words as verb: ‘to set up’
- (iii) where a prefix or suffix produces two or more of the same vowels, or double consonants that cause reading problems, e.g. ‘electro-optics’, ‘cross-section’, ‘petal-like’ (exceptions: ‘coordinate’, ‘cooperate’)
- (iv) where ambiguity will result without the use of the hyphen, e.g. ‘re-cover’/‘recover’, ‘re-solution’/‘resolution’
- (v) where chemical symbols are used (e.g. ‘ α -Fe’)
- (vi) for ‘one-half’, ‘one-third’, etc.; ‘twenty-first’ (century), etc.
- (vii) when two or more compound words have a common ending, e.g. ‘two-, three-, or fourfold’, ‘iron- and steelmaking’
- (viii) with ‘wt-%’, ‘vol.-%’, ‘at.-%’, ‘area-%’, ‘mol-%’ (no full point: mol is SI standard abbreviation)
- (ix) in combinations (as en rules, see below).

See [Appendix 1](#) for further examples, exceptions and conventions.

En rules (dashes)

En rules are used for compositions (see '[Compositions](#)' section), combinations, transformations, and ranges, e.g. Fe–4Ni–2Cu steel, Kurdjumov–Sachs relationship, stress–strain curve, ferrite–austenite, 1–10.

With ranges, 'from 1 to 10' or '1–10', but 'between 1 and 10' not 'between 1–10'.

Do not use dashes for punctuation where they might be confused with minus signs.

Solidus

The solidus is used to denote:

- (i) an interface or boundary, e.g. 'slag/metal interface', 'elastic/plastic boundary'
- (ii) alternatives, e.g. either/or
- (iii) ratios where words are used, e.g. 'carbon/silicon ratio', but use colons for numbers ratios: '7:1'
- (iv) to replace 'per', e.g. '14 shifts/week', '£1000/t'. With [SI units](#) or approved SI abbreviations, a negative index should be used (e.g. Mg m⁻³).

Comma

Commas are not used before the final 'and' or 'or' in lists unless required for sense, e.g. 'carbon, nitrogen and oxygen', but 'copper, bronze and brass, and iron scrap'. 'Penultimate' commas will not be used in the reference lists or lists of authors at the beginning of papers.

No comma is required when introducing an italic symbol in the text, e.g. 'magnetic flux density *B* was measured', not 'magnetic flux density, *B*, ...'.

[>contents](#)

Colon

The colon should be used (without accompanying dash):

- (i) to introduce numbered lists
- (ii) to introduce a subtitle or an explanatory section of a sentence: do not use a dash in titles/headings or in the text
- (iii) for numerical ratios, e.g. 3:2 (with words use solidus).

[>contents](#)

Quote marks

Use single quote marks in the first instance and double quote marks for quotes within quotes. Follow the 'Oxford dictionary for writers and editors' regarding positioning of quote marks relative to punctuation. Generally, quotation marks should appear outside punctuation that is part of the text being quoted, but inside added punctuation. Direct quotations must retain the original text, spelling and punctuation, unless in translation.

[>contents](#)

Braces/brackets/parentheses

Where there is a need to have a sequence of 'brackets' in equations use, working from the outside, brace, bracket, parenthesis: {{{}}}. Where only a single enclosure is needed, use parentheses, other than for crystallographic or mathematical notation.

Use parentheses, not parenthetical commas, when mentioning figures and tables in the text, e.g. 'following post-weld heat treatment (Fig. 4) and peening (Fig. 5)', not 'following post-weld heat treatment, Fig. 4, and peening, Fig.5,'.

>[contents](#)

Titles

Book or paper titles appear within quotes with only the opening word capitalized: 'The science of strong materials'. Journal titles retain capitals throughout and are italicized: *International Materials Reviews* (abbreviated in reference lists, see [below](#)). Radio/television programs, plays, film titles and names of ships retain capitals and appear in quotes: 'Tomorrow's World', 'HMS Ark Royal'.

>[contents](#)

Abbreviations, contractions and acronyms

Abbreviations, contractions and acronyms may be helpful for brevity, but they can cause confusion and break the flow of the argument if the reader is continually having to seek the full version of abbreviations that are not common currency. The excessive use of abbreviations is not encouraged. Abbreviations (other than of chemical symbols) should not be used in the title, abstract or conclusions.

Abbreviations (where text has been removed from the end of the word) are followed by a full point, e.g. 'dia.', 'Co.'.

Contractions (where text is removed from within a word) do not, e.g. 'Dr', 'Jpn', 'Ltd'.

A plural takes a full point if the singular does (e.g. 'Figs.').

Acronyms or abbreviations of phrases do not take full points (e.g. SEM, NATO). Capitals are used throughout only where there is a direct link between the letters and the words of the original phrase. Thus, SEM (scanning electron microscopy), but the Euram (European Advanced Materials) research program would have an initial capital only.

Define abbreviations at first use, e.g. 'electron energy loss spectroscopy (EELS)'. The following are considered sufficiently well known not to require definition: SEM, TEM, SIMS, EDX, EDAX, STEM, AFM, STM. Symbols for chemical elements do not need to be defined.

When using acronyms, the plural is denoted by the addition of a lower case 's', e.g. 'MMCs' for 'metal matrix composites'.

Do not use abbreviations, contractions or acronym at the start of sentences if it is possible to avoid doing so.

See [Appendix 1](#) for a list of abbreviations and common acronyms.

>[contents](#)

Variables/symbols

Variables appear in italic, as opposed to mathematical functions (exp, log, $f(x)$, sin) which appear in upright text. Italic symbols are not routinely separated by a comma: ‘pressure P and temperature T ’, not pressure, P , and temperature, T ’).

Do not use the same symbols for more than one variable (although exceptions can be made when citing equations from previous work): use upper and lower case or script characters as alternatives.

A **list of symbols** should be included if it is likely to aid the reader, e.g. in long or heavily mathematical papers, before the start of the main text. List symbols alphabetically (lower case preceding upper case), with Greek symbols in a separate section, then superscript and subscript symbols (where applicable). Include units if relevant:

d diameter/m

D diffusion coefficient/ $\text{m}^2 \text{s}^{-1}$

$D_{\text{O,ht}}$ diffusion coefficient of oxygen following heat treatment/ $\text{m}^2 \text{s}^{-1}$

[>contents](#)

Numbers and dates

Numbers attached to units always appear as numerals. Four-figure numbers are closed up (1000); 10 000 and above have a thin space rather than a comma (1 000 000). A full point, not a comma, is used as a separator in decimals (3.14).

Whole numbers in text are spelt out if between one and nine (inclusive); 10 and over appear as numerals. Numbers are always spelt out at the beginning of sentences.

Give ranges of numbers in full: 111–116 not 111–6; in references A3–A6 not A3–6.

Spell out ordinals, e.g. ‘fifteenth century’ not ‘15th century’, unless part of a title.

Present date ranges as 1993–94, 1998–2002. For historical purposes, use the format AD410, 55BC (AD and BC small caps).

For calendar dates: 1 June 2010, 12–15 August 1955.

[>contents](#)

Greek alphabet

Lower case Greek characters appear in a sloping typeface: α , λ , ψ ; Greek upper case letters are conventionally set upright: Δ , Γ , Ψ . The exception is μ as a prefix in units (μm , μA), which appears upright.

[>contents](#)

Currencies

Use standard FOREX currency abbreviation or symbol closed up before the number, e.g.

£500/GBP500, US\$500, €500, ZAR500. Use 'm' or 'bn' to denote million or billion (10⁹): a US\$1m (or US\$1bn) investment.

[>contents](#)

Chemical elements

Chemical elements may be spelt out or expressed as symbols, but symbols are preferred in compositions, tables, figure captions, and (generally) titles of papers. Spell out symbols at the beginning of sentences.

[>contents](#)

Geographical designations

The UK and the USA are always abbreviated.

US states: use AK, AL, AS, AZ, ... not Ark., Ala., ...

Australian states: ACT, NSW, NT, Qld, SA, Tas., Vic., WA

Canadian provinces: AB, BC, MB, NB, NL, NT, NS, NU, ON, PE, PQ, SK, YT.

GB and Irish counties: follow the 'Oxford dictionary for writers and editors' (note that Hants, Northants, Salop do not have full points).

[>contents](#)

Trade names/registered trademarks

Use initial capital only for trade names, e.g. Inconel, Carbolite, Kevlar, not INCONEL, CARBOLITE, KEVLAR. Include the registered trade name®/trademark™ symbols only where there is danger of confusion with another product, and then only on first mention.

[>contents](#)

REFERENCES

References must be complete and checked at source. For detailed information on reference citation and reference style with examples, see [Appendix 2](#).

[>contents](#)

FOOTNOTES

Footnotes should be used very sparingly. In the main text, footnote symbols are placed inside punctuation and used in the sequence: * † ‡ § ¶. Footnotes within tables are ordered from the left across the columns (rather than vertically down each column) and appear at the foot of the table itself, each footnote on a separate line. Do not include full references in footnotes; provide a citation to the reference list at the end of the paper.

[>contents](#)

EQUATIONS

Refer to equations in text as 'equation (1)' etc. It is not obligatory to number all equations.

Equations in Word 2007

Equations generated in Word 2007 cannot be used for typesetting because they are stored as images. Papers that include equations must be prepared in Word 2007 compatibility mode (see below) or in an earlier version of Word, or using MathType software to set the equations.

Compatibility mode must be used from the outset to typeset equations; it is not possible to convert equations retrospectively. To use compatibility mode: (1) Using a new document, turn on compatibility mode by saving as a Word 97–2003 document (Office button>Save As> Word 97–2003 document). (2) It should be possible to paste text (but not equations) into the document without loss of formatting, but note some Word 2007 features are not available in compatibility mode. (3) Click Insert>Object>Microsoft Equation 3.0 to access the equation editor. The editor can be used for both displayed and inline equations, but inline equations must be on one line only. (4) Continue to save as a Word 97–2003 document (this should happen automatically once step 1 has been completed).

[>contents](#)

FIGURES/FIGURE CAPTIONS

Number figures consecutively; do not use separate numbering for plates. All figures should be referred to, in order, in the text. Information on presentation and sizing of figures is provided [below](#).

Figure captions should be kept as brief as possible. Where possible, results should be discussed in the text, although it is appreciated that extended captions may be required to describe micrographs or complex figures. Examples of style for captions and subcaptions are (note that in the journal style, subcaptions appear between the main caption and the figure):

- 2 Schematic illustration of procedures for deducing D using experimental viscosity data for non-spherical particles**
- 3 a calculated equivalent solid fraction and b entrapped liquid fraction in solid particles as function of solid fraction f_s**
a 723 K; *b* 823 K; *c* 873 K
- 4 Morphology of precipitates and corresponding martensitic plates containing fine precipitates after 15% deformation and aging at given temperature** ×500
- 5 Critical transformation temperatures for H12 high speed steel at a high (30 K s⁻¹) and b moderate (10 K s⁻¹) cooling rates following austenitisation**

[>contents](#)

TABLES

Tables are numbered consecutively in a single sequence through the text.

Format tables using the Word table function, not using tabs or the space bar. Where headings refer to more than one column or row, indicate this by merging the cell in question:

Table 2 Experimental sintering conditions

Specimen	Sintering temperature/°C		Time at temperature/min	Cooling rate/ K s ⁻¹
	Min.	Max.		
1	980	995	30	12
2	1050	1080	30	15

Use an ellipsis (...) rather than dash (–) for absent items, since the dash can be confused with a minus sign. Be consistent (and sensible) in the number of significant figures/decimal places to which values are reported and include standard errors where possible.

[>contents](#)

UNITS

Use of SI units is mandatory (see [Appendix 3](#)). Use abbreviations for numerical values, e.g. 3 m s⁻¹, not 3 meters per second, but spell out if there is no number preceding, e.g. ‘a few seconds’, ‘several hundred meters’. Units named after individuals do not have an initial capital when spelt out, e.g. newton, kelvin.

For compound units use negative indices rather than obliques: W m⁻¹ K⁻¹, not W/m.K.

Note that pressure and stress should both be given in pascal (not newton per square meter).

Supplementary SI units (atmospheres, centimeters, angstroms, liters, celsius, hours, days, etc.) are acceptable. The recommendation is to use ‘L’ as the abbreviation for litre rather than ‘l’.

Molarity (M) may be used for solution strengths, e.g. ‘3M HCl solution’. For concentrations, use 3 mol L⁻¹ or similar.

Do not use ‘micron’: instead use ‘2 μm’ with numbers or ‘micrometer’ when spelt out.

If non-SI units are used (e.g. in specialist areas where non-standard units are the norm, where earlier work is being cited, or where a specification uses non-SI units), give a conversion factor at the first use or actual conversions in parentheses throughout the text. Figures should not generally be presented in non-SI units, but if this has been agreed with the Editor a conversion must be given in the figure caption.

[>contents](#)

Hardness/microhardness

For Vickers hardness units: use HV, not H_V , VPN, or DPN. The test load (kilograms) follows closed up: 450 HV30. Where the load is given in grams, use 450 HV(50 g), not HV₅₀. Similarly for Knoop hardness: HK.

For Brinell hardness use HB, for Rockwell hardness HRA, HRB, HRC (not HR_A, HR_B, HR_C).

[>contents](#)

Temperatures

Use kelvin (K) or celsius (°C) for temperatures; Kelvin should always be used for intervals or differences.

[>contents](#)

Electrode potentials

When giving electric potential values against standard electrodes, e.g. in corrosion studies, use the format: V(SCE), V(SHE), V(AgCl/Cl⁻), etc. **not** V(versus SCE), V_{SCE}, V v. SCE.

Year, day

Use mm/year, **not** mm/y or mm y⁻¹ or mm a⁻¹ (for per annum).

Similarly, use mm/day, **not** /d or d⁻¹.

Units in figures, tables and equations

Where numbers on figure axes or in tables are dimensionless, the labeling should take the form Pressure/MPa, Current density/A m⁻², etc.

In **equations**, rewrite so that units do not appear in the equation, for example:

The critical voltage (mV) is obtained as

$$V_c = 1.41(P_{\max} - P) / I_0$$

where I_0 is the reference current (mA).

not

The critical voltage is obtained as

$$V_c(\text{mV}) = 1.41(P_{\max} - P) / I_0 \text{ (mA)}$$

where I_0 is the reference current.

Exponential form

Use 8.15×10^{-5} , **not** 8.15E-5 or 8.15E⁻⁵.

[>contents](#)

CHEMICAL AND ALLOY COMPOSITIONS

When using percentages, ensure it is clear (e.g. on first use) whether atomic, weight, molar or volume per cent: use the forms 5%, 5 at.-%, 5 wt-%, 5 mol-%, 5 vol.-%.

For solution strengths, mol L⁻¹ is preferred to M or N.

Compositions with two or more components in combination are presented with en rules (dashes) between each element, e.g. Fe–30Cr–14Ni–2Cu (wt-%)′.

When giving steel compositions in text or tables, use the following order of elements: C, Si, Mn, P, S, Cr, Mo, Ni, Al, then other elements in alphabetical order of symbol.

For composites, use a solidus to separate matrix and reinforcements, e.g. Al–2Cu/SiC_w, W–Ni–Cu/WC, PP/C_f. Use subscripts f, p, and w to refer to fiber, particulate, and whisker reinforcement respectively.

[>contents](#)

SUPPLEMENTARY MATERIAL

Supplementary material gives authors the opportunity to enhance their work by including material that cannot be included in an article for reasons of space, is of very specific interest, or is not compatible with the standard journal format (e.g. audio or video files, animations, software, models, or large datasets). **Supplementary material is intended to support arguments advanced in the article; it should not refer to other work nor contain discussion or conclusions that go beyond the content of the article.** The inclusion of supplementary material is at the discretion of the Editor whose decision is final.

Supplementary material will be published online and linked to and from the article. It is considered to form an integral part of the article and will be peer reviewed and subject to the same ethical standards, warranties and conditions of submission. Authors will be required to sign a copyright transfer form and provide the same warranties in respect of supplementary material as for the article itself.

To assure continuity of access and effective archiving, supplementary files will be published on Maney's online platform (IngentaConnect), unless the data appear in an open access database such as GEO or CIF or a widely recognized subject based repository. **It is not acceptable to link to files held on personal or other websites.**

Whenever possible, include supplementary material on initial submission of the article since peer review at a later stage may cause delays. For journals that have an online peer review system supplementary files are uploaded in the same way as the manuscript and figures (see further information below).

Supplementary material will not appear in the main paper, from which it will be hyperlinked. In preparing an article:

- ensure each supplementary file is referred to at the appropriate point in the manuscript using the style: (Supplementary Material 1), (Supplementary Material 2), ...

- provide a separate document giving the title and a brief description of each supplementary file, plus detailed captions for non-text files (figures, video, audio, software, datasets, ...)
- distinguish supplementary tables, figures and references using the numbering system S1, S2, S3, ...

Supplementary material must be self-contained, i.e. capable of being understood without reference to other material. Supplementary files are not edited and may not be typeset. It is the responsibility of the authors to ensure the content is correct, consistent with the article itself, consistent with journal style and self-contained. CrossRef reference linking may not be active in all file formats; the use of additional references in the supplementary files should therefore be kept to a minimum.

Acceptable file formats for supplementary material include:

- text files: Word, RTF, PDF, SGML, txt
- tables: Word, RTF, Excel, PDF
- figures: tiff, jpeg, eps, bmp, gif
- presentations: PowerPoint, PDF
- audio/video files: MPEG, wfv
- data and software files running on recognized programs.

Large files should be compressed where possible. When uploading online, ensure the correct category is chosen for each supplementary file. The list and description will be included within the PDF file accessed by the editor or referee. All other supplementary files will be hyperlinked from the PDF file. The maximum individual file size for uploads is 30MB. Contact the editorial office if you wish to include files in excess of this size.

Full details of Maney's policy on supplementary material are available [here](#).

[>contents](#)

PREPARATION OF FIGURES

A separate high resolution digital file of each figure must be provided to the specification laid out below.

Policy on color

Figures are reproduced in color in the online version of the journal but will be printed in color only if the author is prepared to contribute towards the additional cost of color reproduction. Illustrations must therefore be suitable for print reproduction in black and white or separate color and b/w files supplied for the print and online versions.

Conversion of color figures for greyscale reproduction

Graphs with colored lines and keys, contour maps, model outputs, etc. may not reproduce adequately if converted direct to greyscale. In particular, red and blue convert to similar grey levels and will not be distinguishable. Figures of this type must be reformatted (e.g. using symbols or dotted/broken lines to distinguish curves) or labeled to ensure clarity.

Color photographs will in general convert to greyscale satisfactorily but optimization for greyscale reproduction may improve the final result.

Figure size and legibility

In general, figures will be reproduced to single column width (80mm) or page width (168mm). Ensure the labeling on figures will be legible when reduced to final size. Lettering should be approximately 8pt in size (equivalent to 2mm in height for capital letters) at final width (i.e. figures that are wider before being reduced require larger lettering).

Also ensure that curves on multiple plots are clear at final size, in particular that any symbols used on graphs can be distinguished. Labeling of individual curves may be preferable to keys in these circumstances.

Axis labels should be of the form: Stress / MPa; Velocity (v) / m s^{-1} ; $\log(L / \text{nm})$

[>contents](#)

File formats and resolution

Each figure must be supplied as a separate, clearly named file.

Acceptable file formats are TIFF, JPEG and EPS. If supplying EPS files ensure that all fonts are attached. Figures embedded in Word documents are not suitable for reproduction.

Images should be saved at a resolution of at least 600 dpi at final size (dpi=dots or pixels per inch; 600dpi=240 dots per centimeter). Do not save at the default resolution (72dpi).

Crop unwanted white space from around the figure before sizing.

Halftones (photographs) should be supplied as greyscale images.

Line drawings or diagrams should be scanned as line art or produced to the appropriate resolution using a software drawing package.

Diagrams with shaded or toned areas or line/tone figures should be submitted as greyscale images.

Color figures for printing should be provided in CMYK format.

Color figures for online use only should be provided in RGB format. In some instances a reduced resolution of 72dpi at final size may be acceptable for these figures.

Permissions

Written permission must be obtained to reproduce any illustrations for which the authors does not own the copyright. See [above](#) for further information.

[>contents](#)

FOLLOWING ACCEPTANCE

Once a paper has been accepted for publication, the corresponding author will receive login details for Maney Track. Using Maney's online tracking system, authors can check the progress of their paper, opt and pay for MORE OpenChoice open access publication and place orders for color printing, offprints and reprints.

Following typesetting the corresponding author will receive proofs as a PDF file by email for checking. It is imperative that authors check proofs carefully, particularly numerical data and equations. All corrections should be returned together within three days of receipt, by email or fax. Corrections are expensive and should be kept to a minimum; authors may be asked to bear the cost of excessive changes, other than those caused by typesetting errors.

The corresponding author will receive an e-print of the final version of his or her paper on publication. Details of how to order hard copy reprints will be included with the proofs.

>[contents](#)

CONTACT

Visit www.maneypublishing.com/journals/trl for contact information for this journal.

© 2012 Maney Publishing

Maney Publishing, 1 Carlton House Terrace, London SW1Y 5AF, UK

tel. +44 (0) 207 451 7300, fax +44 (0) 207 451 7307, email maney@maneypublishing.com

>[contents](#)

Appendix 1

Abbreviations, contractions and acronyms

Where no abbreviation is given in the style sheet or you cannot see an analogy with another abbreviation, follow 'The Oxford dictionary for writers and editors'.

STANDARD ABBREVIATIONS [other than SI units]

Use with discretion in text: not mandatory to abbreviate if used infrequently

alternating current	ac
atomic per cent	at.-%
body centered cubic	bcc
boiling point	bp
Brinell hardness	HB (as a unit)
Company	Co.
Compare	cf. (confer)
Corporation	Corp.
concentrated	conc., e.g. conc. H ₂ SO ₄
cycles per second	Hz (not cps)
Diameter	dia.
direct current	dc
Doctor	Dr
editor, edition	ed., edn
electromotive force	emf
<i>et alii</i> (and others)	<i>et al.</i> (italic)
et cetera	etc. (roman)
for example	e.g. (takes preceding comma only: 'local institutions, e.g. Teesside Technology Centre')
error function	erf
exponential	exp
face centered cubic	fcc
freezing point	fp
Function	f
gram-atom, gram-molecule	mole (SI abbreviation: mol, without full point)
hexagonal close packed	hcp
high frequency	hf (uhf: ultrahigh frequency, vhf: very high frequency)

horse power	hp
<i>Ibidem</i>	ibid. (not italic)
<i>id est</i>	i.e. (not italic, not followed by comma)
internal diameter	i.d. (exception)
Infrared	IR (for potential drop: <i>IR</i> italic)
Ksi	kilopound per square inch (see psi below)
Limited	Ltd
log ₁₀	Log
log _e	Ln
magnetomotive force	mmf
Maximum	max. (no full point when used as subscript)
Minimum	min. (no full point when used as subscript)
Mister	Mr
Mistress (Mrs), Miss	Use Ms
mole per cent	mol-%
outside diameter	o.d. (exception in taking full points)
page(s)	p. (pp.)
parts per million/billion	ppm/ppb
Professor	use in full
psi (very rarely used)	lb in ⁻² (give conversion)
radio frequency	Rf
reference	Ref. (initial cap when followed by a number, e.g. 'Ref. 1')
Rockwell hardness (C)	HRC
revolutions per minute	rev min ⁻¹ (not rpm)
root mean square	Rms
ultraviolet	UV
vapor pressure	vp
versus	v. (italic, but spell out if confusion may arise)
Vickers hardness	HV (not VPN or DPN)
Via	via (not italic)
<i>videlicet</i>	do not use viz., use 'namely'
volume	vol.

volume per cent	vol.-%
weight per cent	wt-%

COMMON ACRONYMS

AOD	argon–oxygen decarburisation
BOF, BOS	basic oxygen furnace, steelmaking
CAD	computer aided design
CAE	computer aided engineering
CAM	computer aided manufacturing
COD	crack opening displacement
CTOD	crack tip opening displacement
CVD	chemical vapor deposition
DC	direct chill
DPN [do not use]	diamond pyramid number (Vickers hardness); use HV
DSE	directionally solidified eutectics
DTA	differential thermal analysis
EB	electron beam
ECSC	European Coal and Steel Community
EDS	energy dispersive spectroscopy
EDX, EDAX	energy dispersive X-ray (spectroscopy)
EELS	electron energy loss spectroscopy
EMS	electromagnetic stirring
EPMA	electron probe microanalysis
ESR	electroslag refined
EU	European Union (superseding EC and EEC)
FC	free cutting
HAZ	heat affected zone
HB	Brinell hardness
HIP	hot isostatic pressing, but preferable to use ‘hipping’, etc.

HRC	Rockwell hardness (C)
HSS	high speed steel
HV	Vickers hardness
LPPS	low pressure plasma spraying
MIG (welding)	metal inert gas
MMC	metal matrix composite (plural is MMCs)
ODF	orientation distribution function
ODS	oxide dispersion strengthened
OEM	original equipment manufacturer
PVD	physical vapor deposition
PWHT	post-weld heat treatment
RHEED	reflection high energy electron diffraction
RS	rapid solidification <i>or</i> rapidly solidified
RSR	rapid solidification rate
SADP	selected area diffraction patterns
SEM	scanning electron microscope/microscopy
SEN	single edge notch(ed)
SIMS	secondary ion mass spectrometry
SIP	sputter ion plating
SME	small/medium sized enterprise
STEM	scanning transmission electron microscope/microscopy
STM	scanning tunneling microscope/microscopy
TBC	thermal barrier coating
TEM	transmission electron microscope/microscopy
TIG (welding)	tungsten inert gas
TS	thermal spraying
VAD	vacuum arc degassing
VPN [do not use]	Vickers pyramid number (Vickers hardness); use HV

[>contents](#)

Appendix 2

Reference style

Citation in text	The Harvard (author:date) system is used for references. Citations in the text have the form (Mahoney 2004), (Bolter and Grusin 1999), (Hashagen <i>et al.</i> 2002). Where there are two or more references use a semicolon to separate citations ('as reported by Mohoney 2004; Bolter and Grusin 1999; Hashagen <i>et al.</i> 2002).
Ordering of references	Order references consecutively through the text. Take references cited in a figure or figure caption, in a table or in a footnote as being referred to at the point where the figure, table or footnote is first mentioned in the text.
Reference list	Give a complete alphabetical list of references, presented in the style laid out below, at the end of the paper.
Endnote style file	Not available at present
Bibtech file	Not available at present
Journal title abbreviations	Follow the journal abbreviations in the ISO4: 1997 standard. A list of common abbreviations is given below.
Author listing	
Include all authors; initials are followed by a full point and a word space; 'and' before the final author in list.	Sener, I., Bhat, C. and Pendyala, R.,
Journal paper	
Author, Initials.,. Year. Title of article. <i>Full title of Journal or Journal Abbreviation</i> , Volume number (Issue/Part number), Page range. Part number only required if each issue starts from p. 1.	Sener, I., Bhat, C. and Pendyala, R., 2011. When, where, how long, and with whom are individuals participating in physically active recreational episodes?, <i>Transportation Letters: The International Journal of Transportation Research</i> , 3 (3), pp. 201–217. Buchowski, M.S., Acra, S., Majchrzak, K.M., Sun, M., and Chen, K.Y., 2004. Patterns of physical activity in freelifing adults in the southern United States, <i>European Journal of Clinical Nutrition</i> , 58 (5), pp. 828-837. If the abbreviation is not known, the journal title should be given in full. Where the pagination is not consecutive through the volume, it is essential to give the month or part number.
Several works by same author in multiple years	

<p>If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first):</p>	<p>as suggested by Patel (1992; 1994) who found that... or indirectly: research in the nineties (Patel, 1992; 1994) found that...</p>
<p>Several works by one author in the same year</p>	
<p>If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter directly, with no space, after the year for each item:</p>	<p>Earlier research by Dunn (1993a) found that...but later research suggested again by Dunn (1993b) that ... If several works published in the same year are referred to on a single occasion, or an author has made the same point in several publications, they can all be referred to by using lower case letters (as above): Bloggs (1993a; b) has stated on more than one occasion that ...</p>
<p>Online journal without pagination (give url and date of access if relevant)</p>	<p>Reddy, K. S. 2011. Equity must accompany economic growth for good health. <i>PLoS Med.</i>, 8(3): e1000426, doi:10.1371/journal.pmed.1000426 [Accessed 12 June 2012].</p>
<p>Accepted and advance published online: cite using DOI</p>	<p>Zhang H., Shi X. and Xin, H. The influence of an external electric field on the copper slag cleaning process. 2012. <i>Min. Proc. Ext. Metall. (Trans. Inst. Min. Metall. C)</i>, DOI. 10.1179/1743285512Y.0000000009</p>
<p>Accepted but unpublished</p>	<p>Jowitt, S. M. and Keays, R. R. 2012. Shale-hosted Ni–(Cu–PGE) mineralisation: a global overview. <i>Appl. Earth. Sci. Metall. (Trans. Inst. Min. Metall. B)</i>. In press.</p>
<p>Submitted to journal</p>	<p>Cite as unpublished work (see above).</p>
<p>Single and multiple author books</p>	
<p>Author, Initials., Year. <i>Title of book</i>. Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher. For books with two, three or</p>	<p>Alonso, W., 1964. <i>Location and Land Use: Toward a General Theory of Land Rent</i>, Cambridge: Harvard University Press. Weiss, T.D. and Coatie, J. J., 2010. <i>The World Health Organisation, its history and impact</i>. London: Perseus.</p>

<p>four authors of equal status the names should all be included in the order they appear in the document.</p> <p>use and not &</p> <p>Four or more authors use <i>et al.</i></p>	<p>Grace, B. <i>et al.</i>, 1988. <i>A history of the world</i>. Princeton, NJ: Princeton University Press.</p>
<p>Edited book</p>	
<p>Author, Initials., ed., Year. <i>Title of book</i>. Edition. Place of publication: Publisher.</p>	<p>Keene, E. ed., 1988. <i>Natural language</i>. Cambridge: University of Cambridge Press.</p> <p>Silverman, D.F. and Propp, K.K. eds., 1990. <i>The active interview</i>. Beverly Hills, CA: Sage.</p>
<p>Chapters of edited books</p>	
<p>Chapter author(s) surname(s) and initials. Year of chapter. Title of chapter followed by In: Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. <i>Title of book</i>. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.</p>	<p>Anderson, L. E., 1980. Copper ore concentration at Kanmantoo, SA, In: J. T. Woodcock, ed. <i>Mining and Metallurgical Practices in Australasia</i>. Melbourne: The Australasian Institute of Mining and Metallurgy, pp. 314-315.</p> <p>Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. <i>One hundred and one ways to find information about health</i>. Oxford: Oxford University Press. Ch.2.</p>
<p>e-book</p>	
<p>As above followed by Available through: include e-book source/database, web address or URL [Accessed date].</p>	
<p>Conference paper (presentation, pre-print, informal proceedings of limited circulation)</p>	
<p>Author(s), Year. Full title of conference paper. In: followed by editor or name of organization, <i>Full title of conference</i>. Location, Date, Place of publication: Publisher.</p>	<p>Brown, J. 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), <i>6th Global forum on reinventing government: towards participatory and transparent governance</i>. Seoul, Republic of Korea 24-27 May 2005. New York: United Nations.</p>

Abbreviate: Conf., Cong., Int., Symp.	
Conference proceedings	
Author(s). Year. Full title of conference paper, in <i>full title of conference</i> (ed:[s]), page range, paper number/ page range , (publisher, place of publication)	Steane, R. A. and Hinckfuss, D. A. 1978. Selection and performance of large diameter ball mills at Bougainville Copper Ltd, Papua New Guinea, in <i>Proceedings Eleventh Commonwealth Mining and Metallurgical Congress</i> (ed: M. J. Jones) pp 577-584 (Institution of Mining and Metallurgy: London).
Thesis or dissertation	
Author, Year of publication, <i>Title of dissertation</i> , Level. Official name of University.	Dziekan, K., 2008. <i>Ease-of-Use in Public Transportation – A User Perspective on Information and Orientation Aspects</i> , PhD thesis (unpublished), Royal Institute of Technology, Stockholm.
Report	
Author(s), editor or organization, Year. <i>Full title of conference report</i> . Location, Date, Place of publication: Publisher. Note: reports should be in the open literature.	Niel, R. D. 2000. <i>Interfacial structures in intermetallic/steel joints after high temperature service</i> , Report 1131, AVS plc, Huntingdon, UK. Arvidson, H, 2003. Resource modelling of Yandi Western deposits 1 to 6, unpublished report, BHP Billiton Iron Ore, Australia, pp. 91.
Patent	
Inventor name, Initial(s)., Assignee, Year. <i>Title</i> , Place, Patent number (status, if an application).	Marsden, J. O. and Brewer, R. E. Phelps Dodge Corp, 2004a. <i>Pressure leaching of copper concentrates</i> , US Patent 6650341.
Maps: paper, digital and Google Earth	
Map maker, Year of issue. Title of map. <i>Map series</i> , Sheet number, scale, Place of publication: Publisher. Digimap Map publisher (origin). Year of publication. <i>Created map title</i> , Scale. Source [online] Available through Library login (as subscription service) [Accessed date].	Ordnance Survey, 2006. Chester and North Wales. <i>Landranger series</i> , Sheet 106, 1:50000, Southampton: Ordnance Survey. Ordnance Survey. 2011. <i>Anglia Ruskin University: Chelmsford Campus</i> , 1:1.500. EDINA Digimap [online] Available through: Anglia Ruskin University Library [Accessed 31 August 2011].

<p>The suggested elements for Google Earth are:</p> <p>Google Earth version (if applicable). Year data released. <i>Image details - location, co-ordinates, elevation</i>. Data set (if applicable) [online] Available through: URL. [Date accessed].</p>	<p>Google Earth 6.0. 2008. <i>Hylands House and Estates 51°42'39.17"N, 0°26'11.30"W, elevation 60M</i>. 3D Buildings data layer. Available through: <http://www.google.com/earth/index.html> [Accessed 31 August 2011].</p>
<p>Unpublished work</p>	<p>Herschel, F. W. 2008. Unpublished work.</p>
<p>Personal communication</p>	
<p>Author, year, organisation, location, country, (Personal communication, date).</p> <p>Note: authors must obtain the consent of the correspondent before citing him/her.</p>	<p>Pettigrew, J., 2010. Brookhampton National Laboratory, Moriches, NY, USA, (Personal communication, 24 June 2010).</p>
<p>Web publication</p>	
<p>For websites found on the worldwide web the required elements for a reference are:</p> <p>Authorship or Source, Year. <i>Title of web document or web page</i>. [type of medium] (date of update if available) Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].</p>	<p>NHS Evidence, 2003. <i>National Library of Guidelines</i>. [online] Available at: <http://www.library.nhs.uk/guidelinesFinder> [Accessed 10 October 2009].</p> <p>It is good practice to keep a copy of the front page of any website you use</p>

Journal title abbreviations in references follow the recommendations of ISO 4:1997. A list of common abbreviations is given below for reference.

Abstracts	Abstr.
Academy	Acad.
Advances	Adv.
American	Am.
Anales	An.
Analytical	Anal.
Applied	Appl.
Association	Assoc.
Astronomy/ical	Astron.
Australasia/n	Australas.
Australian	Aust.
Austria/n	Aus.
Biology, Biological	Biol.
Bulletin	Bull.
Canadian	Can.
Ceramics	Ceram.
Chemical, Chemistry	Chem.
Communications	Comm.
Conference	Conf.
Congress	Cong.
Department	Dept
East, Eastern	E.
Ecological	Ecolog.
Ecology	Ecol.
Electrochemistry/ical	Electrochem.
Electrical	Electr.
Electronics	Electron.
Engineering	Eng.
Environment	Environ.
European	Eur.
Federal	Fed.
Geology, Geological	Geol.
Government	Govt
Indian	Indian (no abbreviation)
Industry/ial	Ind.
Information	Inf.
Institute, Institution	Inst.
International	Int.
Japan, Japanese	Jpn
Journal	J.
Management	Manage.
Manufacturing	Manuf.
Material(s)	Mater.

Mathematics	Math.
Mechanical	Mech.
Memoir(e)s	Mem.
Metal(s)	Met.
Metallurgy	Metall.
Mining	Min.
National	Natl
North, Northern	N.
Performance	Perform.
Philosophical	Philos.
Physical, Physics	Phys.
Plastics	Plast.
Polymer	Polym.
Proceedings	Proc.
Processing	Process.
Quarterly	Q.
Report	Rep.
Review	Rev.
Royal	R.
Science	Sci.
Series	Ser.
Society	Soc.
South, Southern	S.
Surface	Surf.
Symposium	Symp.
Technical	Tech.
Technology	Technol.
Temperature	Temp.
Thermal	Therm.
Transactions	Trans.
Treatment	Treat.
West, Western	W.
Zeitschrift	Z.

[>contents](#)

Appendix 3

SI units

An excellent guide to SI units and the conventions for their use is provided by [NIST](#). Resources include a list of [SI units](#) and [prefixes](#), a list of permissible [non-Si units](#) and a checklist of [rules and conventions](#) for the use of SI units. See text [above](#) for exceptions and other conventions.

>[contents](#)