

Journal Information Page: Instructions for Authors

Article and file formats

In preparing the electronic version, there is no need to format articles. Use a single (not double) space after the full point at the end of sentences. Please use plain style and avoid elaborate layout or typography, but include italics or bold type when necessary, and make sure that headings and subheadings are clearly visible as such. Words should not be hyphenated at the end of a line. Consistency in spacing, punctuation, and spelling will be of help. References and captions should be placed at the end of the file. Photographs, maps, and other supporting material is encouraged. Please use hard returns only at the end of paragraphs, switch auto-hyphenation off, and do not justify text. Figures and Tables should be submitted as separate files and keyed horizontally from left to right using a tab between columns, not the space bar (or keyed in Table mode in Word).

Use single inverted commas for short quotations (double for quotations within quotations), but quotations over 50 words should be indented and single-spaced without inverted commas. In the case of articles written in English, translations are not generally needed for quotations in a journal's other main language(s). However, where a passage presents particular difficulty, translation may be offered either in parenthesis in text, or in an endnote. Quotations in languages other than English and the journal's other main language(s) will require translation. Non-English words in the text, apart from names, should be italicized.

Illustrations of all types—photographs, line drawings, maps—are particularly welcomed.

They should be used wherever they contribute to the subject matter of the article. These should be submitted in separate files and numbered sequentially using arabic numerals. Each must have a caption and source. Within the text, figures and tables should be referred to by number (e.g. Figure 1; Table 1), and preferred position and groupings in the text should be clearly indicated. Images can be supplied electronically in CMYK format as TIFF or EPS files at high resolution suitable for printing. As a guideline, images should be submitted at a minimum input scanning resolution of 300 dpi for full colour, 350-400 dpi for half tones, 600 dpi for slides or transparencies, 800 dpi for simple line and 1200 dpi for fine line illustrations. Please note that the final reproduction quality is dependent on the quality of the original illustration. Prior to submission, we would advise authors to print out, at roughly the size required for publication, all images supplied electronically so the hard copy image can be assessed for contrast etc.—what might be clear and legible on a full computer screen will not be the same printed out at journal text/column width or less. Captions should be submitted on a separate sheet. The author must obtain written evidence of permission to reproduce images (in all formats, in perpetuity and in all geographical regions worldwide) from the copyright owner for the use of any illustrative matter in the journal and will be liable for any fee charged by the owner of the image. The caption should include relevant credit of the permission of the copyright holder to reproduce the image. **For more information please see www.maney.co.uk/authors/copyright**

Online Colour

Colour illustrations will be published in the online version of the Journal free of charge. Authors have the opportunity to enhance the appearance of their article, improve its clarity, and heighten its impact by using colour for diagrams, graphs and illustrations. Authors

Leeds • London • Cambridge, USA

Suite 1C, Joseph's Well, Hanover Walk, Leeds LS3 1AB, United Kingdom
Tel +44 (0)113 243 2800 • Direct Line +44 (0)113 386 81__ • Fax +44 (0)113 386 8178

Maney Publishing is the trading name of W.S.Maney & Son Ltd • Registration Number: 1922017 England VAT Number: GB 640 6260 62

should consider the use of colour within their articles carefully to ensure that meaning is not lost from diagrams when produced in greyscale in the printed journal. Where it is may be necessary to adjust the contrast after conversion to preserve clarity authors are advised to supply both colour and adjusted greyscale images. **Authors should bear this in mind when preparing the format of the images for submission and when obtaining permission to use material from third parties. For more information please see www.maney.co.uk/authors/copyright**

Proofs

Proofs will be supplied by email to either the first-named or nominated author. Proofs will be supplied for checking and making essential typographical corrections only, not for general revision, alteration, or changes to illustrations. Revised proofs will not be supplied to authors.

Permissions

Any reproduction from this journal, apart from for the purposes of review, private research or 'fair dealing', must have the permission of the copyright holder. Requests for such permission must be addressed to permissions@maney.co.uk, who act on behalf of the copyright holder. In all cases, acknowledgement of the journal must be made.

Copyright

Authors who wish to reproduce material from previously published sources or where the copyright is owned by a third party, such as sections of text, tables or images, must obtain written permission from the copyright holder (usually the publisher) and the author(s)/artist(s) of the original material. A line giving the full source of the material should be included in the manuscript. Copyright is required for use in all formats (including digital), in perpetuity and in all geographical regions worldwide. For more information and advice please see www.maney.co.uk/authors/copyright.

Eprints

Authors receive a screen-resolution PDF file (Eprint) of the published version of their paper that they may circulate to colleagues, but may not use for commercial purposes or place into an institutional or subject specific repository. Pre- and post-print versions of an article may be posted in repositories, subject to full acknowledgement of the journal. Please visit www.maney.co.uk/authors/copyright for full details, including exceptions to this policy. More information is also provided in the Assignment of Copyright form distributed to authors with their proofs.

Using images from Google

Authors may use Google Map/Google Earth images in articles subject to the guidelines published by Google on its website (<http://www.google.com/permissions/geoguidelines.html>). Full acknowledgement must be given in the caption credit. These Google guidelines suggest that a Google Map/Google Earth image may be used only if the view shown is distinctive. If the view is not distinctive, the image may not be used. The website noted above includes examples of distinctive and non-distinctive material. Authors may include links to Google pages in their article as long as they do not use Google logos as links. **For more information about the use of Google images within articles, please visit www.maney.co.uk/authors/copyright**

Leeds • London • Cambridge, USA

Suite 1C, Joseph's Well, Hanover Walk, Leeds LS3 1AB, United Kingdom
Tel +44 (0)113 243 2800 • Direct Line +44 (0)113 386 81__ • Fax +44 (0)113 386 8178

Maney Publishing is the trading name of W.S.Maney & Son Ltd • Registration Number: 1922017 England VAT Number: GB 640 6260 62