



FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY RESULT IN YOUR PAPER BEING RETURNED AND CAUSE A DELAY IN PUBLICATION

Instructions for the preparation and formatting of files for the International Journal of Sustainable Development and Planning

The following instructions will help you with the preparation of your paper. Please read them carefully before you start. The software you use to compose your work may not be capable of producing type sizes that exactly match those shown in the specifications below. In such cases you should try to obtain as close a match as possible, using the attached samples as a guideline.

Text Area and Page Extent

The area in which you are to key your text is **200mm deep x 140mm wide**. You must contain all text matter and any figures within this area and ensure that the margins are consistent on all pages. Paper margins must be equal on both sides and equal on the top and bottom. Do not use corner/tick marks.

Papers will normally be between 10 and 15 pages in extent.

Paper submission

- Papers must be produced electronically and be PC compatible.
- Papers must be submitted in both their original native file format (MSWord or LaTeX) and as PDF files.
- PDF files must have all the relevant fonts embedded; deselect 'image down sampling' and set Distiller settings to 'press' or 'print' in the 'Job Options' to ensure high resolution files are produced.
- Papers may be submitted as email attachments, or on floppy disk or CD.

FIRST PAGE

- **Title:** Start the title of your paper 10mm down from the top of the specified typing area in Times Roman 14 point, all in CAPITALS and centred. Leave one clear line space and then key the following:
- **Author name:** On a new line, with the author name(s), without degrees or qualifications, in Times Roman 8 point, all in CAPITALS and centred. (*See example pages for style where several authors at different organisations are contributing*).
- **Affiliation:** On a new line, without a space, enter the authors' organisation/affiliation and country only (not the full postal address, although you may add the name of your department), in Times Roman font, size 8 point, all centred, in upper and lower case. Leave one clear line space and then key the following:
- **Abstract heading:** Set in Times Roman, size 9pt, all in CAPITALS, centred.
- **Abstract text:** On a new line, without a space, start the text of the abstract set in, 9 point Times Roman or Times New Roman, using 10 point line spacing (leading) use single line spacing, as a single column and JUSTIFIED throughout. The abstract will consist of approximately 300 words. It must not run over onto the next page.
- **Keywords:** It is essential that you supply up to ten keywords that best describe the unique content of your paper. These will be used as part of the search facility in the online version. The Keyword heading, together with the chosen words, should appear on a new line immediately following the last line of the abstract, without a line space, set in Times New Roman 9pt italic. See example pages.
- **Introduction heading:** Set in Times Roman, size 10pt, all in CAPITALS, centred. (Start to number your main headings at this point using the number 1, followed by two character spaces and then the heading title, ie 1 INTRODUCTION).
- **Introduction text:** On a new line, without a space, start the text of the introduction, set in 10 point Times Roman or Times New Roman, using 12 point leading with single line spacing, as a single column and JUSTIFIED throughout.

OTHER PAGES

For the second and following pages, use the full 200x140mm area and commence keying, in one column, at the top of this area for each subsequent page, inserting tables and figures as required.

Headings: Note that only three levels of headings are allowed.

1 MAIN SECTION HEADINGS

Set in 10pt Times Roman CAPITALS, centred, with one complete line space above and no line space below. The text following a main heading should not be indented.

1.1 Second level headings

These should be set in 10pt Times Roman, ranged left, with one complete line space above and below. The text following a secondary heading should not be indented.

1.1.1 Third level headings

These should be set in 10pt Times Roman, ranged left, with one complete line space above, but none below. The text following a third grade heading should not be indented.

Paragraphs

Paragraphs should be indented 5 character-spaces (except after headings - see above), with no line space between paragraphs.

Displayed equations

All equations must be clearly set. Please note that our house-style includes the use of punctuation, using commas between different parts of the same equation and full points (full stops/periods) at the end. When referring to equations in the text, preface the number with the word 'eqn' or 'eqns' and place the number within brackets i.e. eqn (1). Displayed equations should be numbered simply (1), (2), (3), etc. The numbers should appear at the extreme right of the line. Do not set them in bold type. See enclosed examples. Please ensure that subscripts and superscripts are clearly legible.

Tables

Tables must be set as part of the text, but smaller type sizes may be used on the descriptive labels to enable the table to fit the space. All tables must have a caption centred over the table, set in Times Roman 10 point. Leave one line space above and below tables. If the caption is more than one line, then the second and subsequent lines must be left aligned with the first word of the caption and should be set justified (see example). Captions should be numbered sequentially starting with number 1, i.e. Table 1: Input data.

Figure captions

Captions to figures, (diagrams and/or illustrations) should be set text size and centred below the figure. If the caption is more than one line in length please follow the alignment style as given in the table captions, above. All figures must be numbered sequentially starting with number 1, i.e. Figure 1: Velocity fields. Leave two line spaces between the caption and the text. Do not set captions in bold or italic.

PHOTOGRAPHS, ILLUSTRATIONS, FIGURES, DIAGRAMS, MAPS ETC.

These must be integrated within the electronic file and positioned in the correct part of the page. If you have original drawings or photos you must scan them and place them in the file.

It is important that all photos are supplied as high resolution files i.e. 300dpi, and that they are saved in the **tif** file format, or low compressed **jpeg** files (for LaTeX files you will supply in the **eps** file format).

Photos and figures etc. should be placed either at the top or bottom of the page type area, positioned centrally on the width of the page and close to their text reference. They should not appear on the opening page (first page) or after the references and must fit within the page text area. Try to avoid boxing text between two illustrations on a page as this can sometimes make reading more difficult.

Please ensure that all spelling and annotations (numbers, letters, symbols and captions) conform to their usage in the text.

Colour originals

We do accept colour originals, but be aware that although they will appear in our on-line electronic library in colour, they will only be reproduced in black/white in the paper version (unless you are informed otherwise). You should consider the conversion to black and white carefully, for what may appear to be clear when in colour, i.e. multiple lines on a graph, may make little sense when viewed in black only.

Colour figures must be embedded in the pages of your paper, preferably as tif.files. Try and avoid saving figures in other file formats, ie, gif.

REFERENCES

Text

In the text a reference is shown by the author's name, followed by the number in square bracket on the same line (e.g. Glossop [4]). Refer to the examples included with these instructions. **Do check your final paper to ensure that references within the text correspond to the reference list at the end.**

Reference List

References should be collected at the end of the paper in numerical order and set in the following order: Number (e.g. [1]), author surname, initials, title, publication, volume, page range, year. The first citation in the text should correspond with the first name on the reference list.

Footnotes

Footnotes to the text should NOT be used.

Consistency of styles

Please be consistent in the use of punctuation, figures, capital letters and abbreviations, and even more importantly in nomenclature and symbols.

PLEASE CHECK THE WHOLE PAPER THOROUGHLY AFTER SETTING AND ENSURE THAT ALL FIGURES, CAPTIONS, TABLES, ETC. ARE LEGIBLE, AS THESE OFTEN PRESENT PROBLEMS.

Language

It is important that the grammar and spelling of your paper is as correct as possible. If English is not your first language, please have an English speaking colleague check your paper for you.

Finally, Please ensure you have returned the **PUBLISHING AGREEMENT** form, which was sent to you with these instructions. Copies may be obtained from our web site, via the Internet (http://www.witpress.com/author_instructions.html).

HELPLINE

*If you are not clear about any of the instructions or would like further information on formatting, please contact **Brian Privett, Head of Production**, Email <bprivett@witpress.com> or at the following address:*

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