

Guide for Authors

Submission of Papers

Authors, please send your original manuscript to

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Four copies of the manuscript, including one set of high quality original illustrations, suitable for direct reproduction, should be submitted. (Copies of the illustrations are acceptable for the other sets of manuscripts, as long as the quality permits refereeing.) In the case of manuscripts reporting on field surveys of experiments, two copies of the instrument (questionnaire, case, interview plan or the like) should be submitted.

General

It is essential to give a fax number and e-mail address when submitting a manuscript. Articles must be written in good English. Submission of an article implies that the work has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, and that its publication is approved by all Authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher. Upon acceptance of an article, Authors will be asked to transfer copyright (for more information on copyright see <http://authors.elsevier.com>). This transfer will ensure the widest possible dissemination of information. A letter will be sent to the corresponding Author confirming receipt of the manuscript. A form facilitating transfer of copyright will be provided. If excerpts from other copyrighted works are included, the Author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by Authors in these cases: contact Elsevier's Rights Department, Oxford, UK; phone: (p44) 1865 843830; fax: (p44) 1865 853333; e-mail: permissions@elsevier.com. Requests may also be completed on-line via the Elsevier homepage (<http://www.elsevier.com/locate/permissions>).

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We accept most wordprocessing formats, but Word, WordPerfect or LaTeX is preferred. An electronic version of the text should be submitted together with the final hard copy of the manuscript. The electronic version must match the hardcopy exactly. Always keep a backup copy of the electronic file for reference and safety. Label storage media with your name, journal title, and software used. Save your files using the default extension of the program used. No changes to the accepted version are permissible without the explicit approval of the Editors. Electronic files can be stored on 3½ inch diskette, ZIP-disk or CD (either MS-DOS or Macintosh).

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Preparation of text

Presentation of manuscript

General

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Acknowledgements. Place acknowledgements, including information on grants received, before the references, in a separate section, and not as a footnote on the title page.

References. See separate section, below.

Vitae. Include in the manuscript a short (maximum 50 words) biography of each Author.

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Reference to a book:

Strunk, Jr., W., & White, E.B. (1979). *The elements of style* (3rd ed.). New York: Macmillan (Chapter 4).

Reference to a chapter in an edited book:

Mettam, G.R., & Adams, L.B. (1994). How to prepare an electronic version of your article. In B.S. Jones, & R.Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281–304). New York: E-Publishing Inc.

Preparation of illustrations

Preparation of electronic illustrations

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- Number the illustrations according to their sequence in the text.
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