

### **Submission checklist**

Before sending your paper to the journal's editor, please make sure that you have included all necessary details. It is essential that you consult the journal's Instructions for Authors, our [Guidelines on Authors' Rights](#), and on the [Ethics of Publication](#).

Please make sure you have provided:

- The name of the author designated as the corresponding author, along with an email address, full postal address, telephone and fax numbers.
- All author data on a separate page to facilitate anonymous peer review.
- A short title (for running headlines).
- An abstract if required. (Please see [About structured abstracts](#))
- Keywords if required. (Please see [About keywords](#))
- A biographical paragraph if required.
- An acknowledgement to funding agency if required.
- Numbered pages in sequence.

### **Tables and illustrations**

- Ensure all tables, figures, and captions are separated from the body of the text, i.e., do not embed tables and figures in text.
- Ensure that graphics are high-resolution, especially four-colour graphics. (Please see [About artwork](#))
- Check that all necessary files have been included.
- Check that all figure captions have been provided.
- Check that all tables are present (including title, description, footnotes).

### **Electronic submission**

For many journals, submission of an article in a digital form is mandatory. Please consult the journal's Instructions for Authors; and see [About electronic submission](#).

### **Hard copy submission (if required)**

Please ensure that the disk version and the hard copy of the manuscript are identical.

- Please use A4 or functional equivalent paper.
- Please ensure text is printed in double-spacing.
- Please check that disk is enclosed.
- Label disk with author name, file name(s), media format (e.g. PC, Mac), file format (e.g. Word, LaTeX).
- Check that all text pages are enclosed.
- Check that original artwork is enclosed (high-quality prints).
- Check that all figures are enclosed and have captions.
- Check that all tables are enclosed (including title, description, footnotes).

### **Further considerations**

- Please run a spellcheck on your article.
- Make sure that references are in the correct format for the journal. Please consult the journal's Instructions for Authors.
- Make sure that all references mentioned in the Reference list are cited in the text, and vice versa.
- Make sure that permission has been obtained for use of copyrighted material from other sources (including the Web). (Please see [About copyright permission](#))