

**When preparing your paper please check that:**

1. Paper size is European A4.
2. Margins are 4cm (top), 2.5cm (left and right) and 2.7cm (bottom).
3. Abstract should not exceed 200 words in a single paragraph.
4. The style for the names is initials then surname, with a comma after all but the last two names, which are separated by 'and'. Initials should not have full stops—for example A J Smith and not A. J. Smith.  
First names in full may be used if desired.
5. The paper includes the author name and affiliation (full address including country).
6. Type the corresponding author's e-mail address only.
7. There are no page numbers, or headers and footers, within the paper.
8. Text is single spaced, not double spaced.
9. All pages are portrait (landscape pages should be rotated).
10. Figures are placed within the text, not collected at the end of the document.
11. Figures should be numbered sequentially through the text—'Figure 1', 'Figure 2' and so forth and should be referenced in the text as 'figure 1', 'figure 2',... and not 'fig. 1', 'fig. 2', ...
12. Equations may be numbered sequentially throughout the text (i.e., (1), (2), (3),...) or numbered by section (i.e., (1.1), (1.2), (2.1,...) depending on the author's personal preference.
13. When referring to an equation in the text, always put the equation number in brackets—e.g. 'as in equation (2)'; do not use abbreviations such as 'eqn.' or 'eq.'.
14. Reference lists are checked for accuracy. References can only be linked via CrossRef if they are correct and complete.