

GUIDE FOR AUTHORS

INTRODUCTION

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A paper should have a typical dimension of 5,000 to 7,500 words.

Article structure

Subdivision. Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

Introduction. State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

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Conclusions. The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

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Author names and affiliations. Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author

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Acknowledgements. Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

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Math formulae. Present simple formulae in the line of normal text where possible and use the solidus (/) instead of a horizontal line for

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- TIFF: Color or grayscale photographs (halftones): always use a minimum of 300 dpi.
- TIFF: Bitmapped line drawings: use a minimum of 1000 dpi.
- TIFF: Combinations bitmapped line/half-tone (color or grayscale): a minimum of 500 dpi is required.

If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is'.

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- Permission has been obtained for use of copyrighted material from other sources (including the Web)
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- Maximum of 5 keywords placed immediately after the abstract
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- Divide your article into clearly defined sections; Each subsection is given a brief heading

METHODS [1st level - Main headings; all capital letters; flush left]

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- Use a word processing software (save in the native format of the word processor used)
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- When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row (If no grid is used, use tabs, not spaces, to align columns)
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- Indicate each footnote in a table with a superscript lowercase letter
- Ensure that each illustration has a caption; captions should be supplied separately, not attached to the figure
- If there is more than one appendix, they should be identified as A, B (main headings): e.g. APPENDIX A
 - Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on
 - Tables and figures in appendices should follow the same rational:

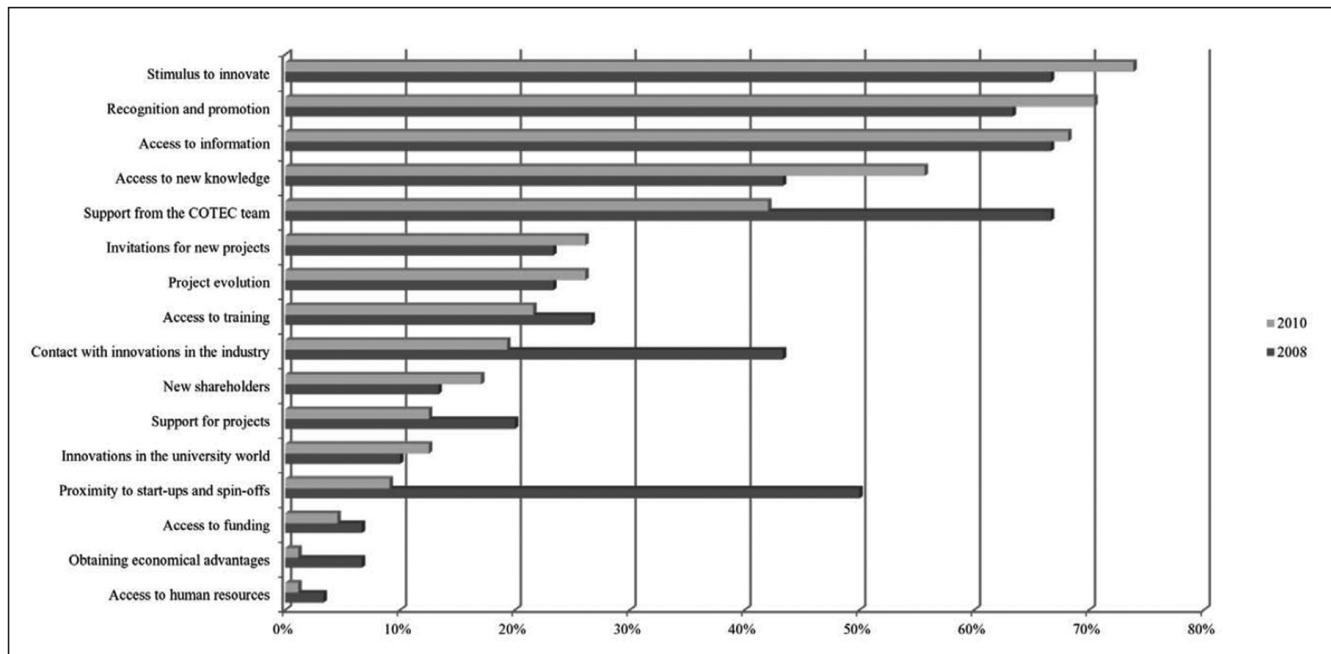
Table A.1; Fig. A.1, etc.

TABLE 1
Best cooperation practices (past)

	Frequency
Workshops, SME innovation meetings and other events	7
Promoting (direct or indirect) contacts with the State	7
Sharing of innovation experiences and of information in R&D projects	6
Open days / Associate days	5
Co-promotion of projects	4
Sharing and coaching of approaches to external markets	4
Preparation and spreading of best practices manuals	3
Identification of partners for new business opportunities	2
Call for R&D projects with relevance for the Network	2
Trading of products/services	2

Source: Enquiry to Network members (2010)

FIGURE 2
Advantages of participating and cooperating on the Network



Electronic artwork

- Use **uniform lettering and sizing** of your original artwork
- Save **text in illustrations** as ‘graphics’ or enclose the font
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- **Variables** are to be presented in italics.
- **Powers of e** are often more conveniently denoted by exp.
- Number consecutively any **equations** that have to be displayed separately from the text (if referred to explicitly in the text).

References

- Every **reference cited in the text** is also present in the **reference list** (and vice versa).
- Any **references cited in the abstract** must be given in full.
- **Unpublished results and personal communications** are not recommended in the reference list, but may be mentioned in the text.
- **For web references** the full URL should be given and the date when the reference was last accessed; plus, if known provide DOI, author names, dates, reference to a source publication, etc.
- **Web references can be listed separately** (e.g., after the reference list) under a different heading if desired, or **can be included in the reference list**.
- Articles should follow the referencing style used by the **American Psychological Association** (last available edition). Some examples:

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- Rush, K. L., Waldrop, S., Mitchell, C., & Dyches, C. (2005). The RN-BSN distance education experience: From educational limbo to more than an elusive degree. *Journal of Professional Nursing*, 21, 283-292. doi:10.1016/j.profnurs.2005.07.007
- First and subsequent citation to less than three authors: (Rutherford, 2006, p. 56)
- First citation for three to five authors: (Rush, Waldrop, Mitchell, & Dyches, 2005)
- Subsequent citation to a different passage from the same source: (Rush et al., 2005, p. 291)
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Mitchell, J. J. (2001). *The mental and emotional life of teenagers*. Calgary, AB: Detselig Enterprises.
Citation in text: (Mitchell, 2001)

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o Chapter in edited book

Porter, S., Woodworth, M., & Doucette, N. (2007). Memory for murder: The qualities and credibility of homicide narratives by perpetrators. In S. Christianson (Ed.), *Offenders' memories of violent crimes* (pp. 115-134). New York, NY: Wiley.
Citation in text: (Porter, Woodworth, & Doucette, 2007)

General issues

- Use the <spell-check> and <grammar-check> functions of your word processor
- A paper should have a typical dimension of **5,000 to 7,500 words**
- Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise.
- Footnotes should be used sparingly

Submission checklist

- Corresponding author - required contact details:
 - o E-mail address
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- Files contain:
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 - o All figure captions
 - o All tables (including title, description, footnotes)
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