Formatting Guidelines

1. Formatting your MS Word file

Files should be in MS Word format only and should be formatted for direct printing, using the MS Word template provided. Figures and tables should be embedded and not supplied separately.

Please make sure that you use as much as possible normal fonts in your documents. Special fonts may cause problems during processing. In order to avoid unnecessary errors you are strongly advised to use the 'spellchecker' function of MS Word.

2. Paper structure

Papers should be prepared in the following order:
- Abstract
- Keywords
- Introduction
- Body
- Conclusion
- Acknowledgements (when appropriate)
- References
- Appendices (when appropriate)

Section headings should be left justified, with the first letter capitalised and numbered consecutively with Roman numerals, starting with the Introduction. Formatting details on section headings and sub-headings are detailed in the paper template.

3. Formatting your document

Please do not alter the formatting and style layouts which have been set up in the template document!

a. Title page

The first page will include:
- Title
- Author's name, affiliation, e-mail address
- Abstract (80-100 words)
- Keywords (5–10)

Please follow the template style for all the above features!

b. Tables

All tables should be numbered with Arabic numerals. Captions should be placed above tables, left justified. Leave one line space between the caption and the table.

Tables must be embedded into the text and not supplied separately.

c. Figures

All photographs, schemas, graphs, and diagrams are to be referred to as figures (Fig.). All figures should be numbered with Arabic numerals.

Figures should be good quality scans or true electronic output, 300 DPI resolutions. Low-quality scans will be rejected and a replacement of the figure will be required. Figures must be embedded into the text and not supplied separately.

Lettering and symbols should be clearly defined either in the caption or in the text. Figures should be placed as close as possible to the first reference to them in the paper.

The figure number and caption should be typed below the figure, left justified.

d. Equations

Equations and formulae should be typed in Mathtype, and numbered consecutively with Arabic numerals in parentheses on the right hand side of the page. They should be separated from the surrounding text by one space.

e. Footnotes and references

Trivent Publishing follows the Chicago Manual of Style. Consult the requirements of the CMS online at: http://www.chicagomanualofstyle.org/tools_citationguide.html, where you will find specifications on how to format your footnotes and bibliography. You will also find this information, as well as relevant examples, in the paper template.

f. Other specifications

Avoid hyphenation at the end of a line. All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary provided.

Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics. Weights and measures should be expressed in SI units.

4. Copyright Information

Trivent Publishing requires authors to complete the copyright agreement, which can be done electronically. You will receive the form, together with instructions, from the editors.