



Guidelines For Authors

Style, format and rules

All papers must be written in easily comprehensible English.

Papers must be submitted as Word documents (.docx). Once approved by the appropriate organisation, documents will be converted to PDF prior to publishing.

Please include the paper title, abstract and keywords on a separate title page [template provided] and state their full name, institutional affiliation, and e-mail address (optional).

Papers must be accompanied by an abstract of 150-200 words and by five keywords suitable for online search purposes.

Please remove all reference-linking field codes created by programs such as Endnote, and any automatic formatting from your paper (for section heads, sub-section heads, etc.).

Documents should be:

- Single spaced
- Margins of 2.54 cm (which is the default on Microsoft word)
- Use DengXian
 - Title – Light, Bold, size 22
 - Author name – Regular, size 16
 - Email – Regular, size 11
- Use Cambria size 12 for the Abstract, Keywords, Table and Figure Legends and the Main Body of Text
 - Section Headers should be in Bold
 - Subsections should be in Italics

Sections, notes, and quotes

Each section and sub-section should be clearly labelled and you may use numbers if you wish.

Footnotes and endnotes are not encouraged. All information must be placed in the body of the manuscript.

Please do not include an appendix to your paper. All relevant information should be included in the main body of the paper. If readers require further information, they may request so via your respective organisation.

Quoted matter should be between double quotation marks (“xxx”), with punctuation occurring within the quotation marks (“xxx,”). Quotations of 40 words or more should appear as a standalone, indented paragraph, without quotation marks.

Single quotation marks (‘xxx’) should be used for labelling concepts and other kinds of emphasis but not for direct quotes.

Tables and figures

Papers should only include tables and figures that are absolutely essential to the text. Ideally, no more than eight illustrations.

Submit photographs as JPEG files with a resolution of 300 dots per inch (dpi). Submit other images as PNG files. Please submit all images, tables, and figures as separate file attachments *and* include these in the appropriate places in the paper.

Please make sure that it is possible for your tables and figures to fit legibly within the margins of a page (maximum width of 16 cm, maximum height of 24.5 cm).

Keep the style of tables as simple as possible, using the Cambria font (size 10) for all text within tables.

If authors incorporate any images from third parties, they must ensure that any copyrighted material is appropriately cleared with the respective copyright holder(s). Do not include third-party images unless you have already received permission from the copyright holder to include it, or unless the source of the image clearly states that it may be freely reproduced.

Citations and references

Citations and references should follow the Harvard referencing format. You can find a simple guide to citing and referencing in line with the Harvard format on the IRR website, which is free to download.

References by the same author should appear in descending order by date: i.e. the most recent reference should appear first.

To find DOI links, paste your reference list into a site such as CrossRef to find known hyperlinks < <https://apps.crossref.org/SimpleTextQuery>>.