

BASIC FORMATTING REQUIREMENTS

It would be appreciated by the Editorial Team if contributors would apply as many of the following basic features as possible.

Please send contributions as an attachment to an e-mail to either the Editor, the Deputy Editor or your 'local' Assistant Editor at the addresses shown on the Editorial page of every issue of IRSE NEWS. Please only send to one of the Editors mentioned above.

Text

Please provide the text as a MS Word file (file extension .doc) or if this is not possible a Rich Text file (file extension .rtf).

Font: 12 pt Franklin Gothic Book, left aligned.

Two spaces after full stops, one space after commas.

Paragraph spacing: 0 pt before, 6 pt after, with single line spacing within the paragraph.

Please make sure that ALL abbreviations are formally defined at first use, in full words followed by the abbreviation in brackets, i.e.Long Distance Terminal (LDT).....

Set language to English (U.K.).

Please do not format into columns or apply any end-of-line hyphenation.

The rest of the formatting and styling will be carried out by the Editorial team.

Pictures

Please provide photographs, diagrams etc. in JPEG or TIFF format (file extension .jpg, .jpeg or .tiff) or in PDF format (file extension .pdf). Diagrams could also be in Bit Map format (file extension .bmp)

Send each one as an individual file, separately from the text.

They should be at least 500 kB in size to ensure satisfactory reproduction.

Photographs being offered as front cover pictures should be a minimum of 1 MB in size and in Portrait orientation.

Each photograph and diagram should have a caption, and each photograph should have an attribution if relevant.

Those writing articles (as opposed to letters) should also forward a basic photograph of themselves, if possible, to accompany their name as author.