



IRSE NEWS ARTICLES: BASIC FORMATTING REQUIREMENTS

It would be appreciated by the IRSE NEWS Editorial Team if contributors could comply with the following requirements for articles that are submitted for publication.

Your contributions should be sent as an attachment to an e-mail to one member of the editorial team listed on page 1 of each edition IRSE NEWS. Please only send it to one of the editors only.

Text

1. Provide the text as a MS Word file (file extension .docx or .doc), or if this is not possible a Rich Text file (file extension .rtf).
2. Where your article has headings, use no more than three “levels” of headings and sub-headings, and preferably only one or two. Make sure the level of heading is clear (Headings, Sub-headings, Section headings etc.).
3. Ensure that ALL abbreviations are formally defined when they are first used in the article, in full words followed by the abbreviation in brackets, eg:Long Distance Terminal (LDT).....
4. Set the language to English (UK).
5. Do not format into columns or apply any end-of-line hyphenation.
6. The rest of the formatting and styling will be carried out by the Editorial team.

Pictures

1. Photographs should preferably be provided in .JPG format (or RAW files if available), although TIFF are also generally acceptable.
2. Photograph files will need to typically be 2MB or more in size, in order to allow us to publish at 300dpi or higher. We are unlikely to be able to use photos of smaller resolution.
3. Diagrams should be supplied in the format in which they were originally produced, e.g. Powerpoint, Visio, Adobe Illustrator or similar, so that we can create vector format diagrams for the highest level of publication quality. Diagrams that have been converted into .JPG files or other formats are not usually of sufficiently high quality for us to use.
4. Each photograph and diagram should have a caption, and each photograph should have an attribution if relevant.
5. Please provide a ‘head and shoulders’ photograph of the author(s) of the paper, which we will use as part of the header for the article. This does not apply to letters written to IRSE NEWS.

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