

# Official Journal Submissions

## *Instructions and Guidelines*

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### Submission of manuscripts

Authors should submit MS Word or rich-text files formatted to A4 (see Preparation and formatting of the manuscript below). All submissions must be made electronically. You can submit them to me at [info@warnboroughpublishing.com](mailto:info@warnboroughpublishing.com)

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### Preparation and formatting of the manuscript

Papers must be clearly written in English. If you would like additional help with the quality of your written English, including grammar, spelling, and language usage, please contact us. We can assist with basic duties, but we can recommend professional proof-readers and editors for anything requiring more extensive editing work.

**Manuscript format:** The journal will be published in A4 size (approximately 21 cm by 30cm). Please ensure that you do NOT use US Letter Size as your manuscript will be resized automatically, possibly leading to skewed layouts.

**Abstract:** There should be a short abstract or summary of no more than 150 words describing the submission and what it hopes to achieve.

**Keywords:** Please include at least 5 keywords (maximum 10).

**Referencing style:** Please use either Harvard or APA styles.

**Font and sizes:** See sample on page 3.

**Author information:** You may include a brief profile of yourself up to a maximum of 50 words only. An email, website address or social media profile (e.g. @TwitterProfile) may be included but will count towards the word limit. We reserve the right to edit this profile for brevity, grammar and/or accuracy.

**Artwork guidelines:** Illustrations, tables, pictures and graphs, should be supplied with the highest quality and in an electronic format in the highest resolution possible. Here are some basic guidelines for artwork.

- Format: TIFF, JPEG, PDF: Common format for pictures (containing no text or graphs). EPS/PNG: Preferred format for graphs and line art (retains quality when enlarging/zooming in).
- Placement: Figures/charts and tables created in MS Word should be included in the main text rather than at the end of the document. Figures and other files created outside Word (i.e. Excel, PowerPoint, JPG, TIFF, EPS, and PDF) should be submitted separately. Please add a placeholder note in the running text (i.e. “[insert Figure 1.]”)
- Resolution: Bitmap based files (i.e. with .tiff or .jpeg extension) require a resolution of at least 300 dpi (dots per inch). Line art should be supplied with a resolution of 600 dpi.
- Format: TIFF, EPS or PDF. MS Office files (Word, Powerpoint, Excel) are also accepted provided they meet certain conditions. More info below.
- Colour: Please note that images supplied in colour will be published in colour online and black and white in print (unless otherwise specified). Therefore, it is important that you supply images that are comprehensible in black and white as well (i.e. by using colour with a distinctive pattern or dotted lines). The captions should reflect this by not using words indicating colour.
- Dimension: Check that the artworks supplied match or exceed the dimensions of the journal. Images cannot be scaled up after origination
- Supplemental files: Please check with us first if there is any need to submit supplemental files (e.g. appendices, etc).

## **Sample Article Format**

File Name: *SMITH-John-Title-of-the-Article.docx*

**ARTICLE TITLE (Times New Roman, 18pt, bold)**

*Subtitle, if any (Times New Roman, 16pt, bold-italic)*

**Author/s (Times New Roman, 14pt, bold)**

**Abstract (Times New Roman, 11pt, bold)**

*150 words max (Times New Roman, 11pt, italics)*

Keywords: not less than 5 words, each separated by a comma (Times New Roman, 11pt)

Main content (Times New Roman, 11pt)