GUIDELINES FOR AUTHORS

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Format. All articles should be submitted as a Microsoft Word document in 12 point Times New Roman. They should be sent on a CD or emailed to the Journal Editor, together with a printed version, double-spaced on single sides with 30 mm margins all round. (Authors are advised to retain an identical copy of the MS and illustrations submitted.)

Author Details. Please include your full postal address/phone/fax/email plus a short biographical note of 50–60 words on a separate sheet.

PRESENTATION OF MS

Length and Style. Articles should not exceed 10,000 words. The writing should be clear and readable, free from jargon. Foreign words and abbreviations must be defined at first mention.

Abstract, Introduction, Conclusion. All articles should begin with an Abstract of 150–200 words, followed by an Introduction which should orient readers to the topic and thesis of the article. The Conclusion should summarize the article’s findings and, where feasible, point to future research.

Tables. Tables should be titled and numbered consecutively with their positions clearly indicated in the text. Sources and footnotes (numbered independently of the text notes) should be provided below the tables.

Illustrations, Figures, Maps. All line diagrams and photographs are termed ‘Figures’ and should be numbered in a single sequence following their order in the text. Maps, however, may be numbered separately if deemed more convenient for readers.

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Line diagrams should be suitable for immediate reproduction to a text area of 125 mm x 190 mm while photographs should be sharp, with good contrast.

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