IRSE NEWS ARTICLES

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 <u>one</u> 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

Pictures should preferably be provided in .jpg, .bmp or .tiff format and diagrams in .bmp, .tiff or .gif format. MS Excel files (.xls) and MS PowerPoint files (.ppt) can also be accommodated. Drawings in 'Word' format are non-preferred as are .pdf or .eps files. .

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.