



# notes for authors

## ▪ submission

1. Papers should be submitted to [ices@troubador.co.uk](mailto:ices@troubador.co.uk) with a covering email clearly stating the name, address and affiliation of all authors. Paper submissions are accepted in either PDF or PostScript formats, or word processor files saved in Rich Text Format (RTF). Other formats are not acceptable.
2. Papers should ideally not exceed 5000 words in length. The Editors should be consulted before submitting a paper which exceeds this length.

## ▪ peer review

1. The journal operates a double-blind review process, ensuring anonymity for both the authors and referees.
2. All papers meeting the criteria for submission (below) will be subject to a fair and unbiased double-blind peer review.
3. The Editors reserve the right to request that revisions be made to papers prior to publication, or to reject papers on the following grounds:
  - i. The paper is not sound.
  - ii. The paper has not been revised satisfactorily.
  - iii. The paper does not meet the aims and scopes of the journal.
  - iv. The paper contains other inadequacies (i.e. in presentation).

## ▪ preparation

1. Papers must be submitted using good quality English, having been carefully checked for errors and inconsistencies before submission.
2. Papers are double blind refereed, so it is important that you refer to yourself and your work in the third person throughout (i.e. not 'our previous work', but 'the work of Black and White (1998)'), to avoid revealing your identity to the referees.
3. Papers should be organised as follows:
  - i. Title
  - ii. Authors, affiliation and full contact details (email, fax, postal address)
  - iii. Keywords (up to five per article)
  - iv. The main body of the text, suitably presented and organised
  - v. Acknowledgements (if relevant)
  - vi. References in Vancouver style (i.e. name, date)
4. References in the text should appear in the format "...see Black and White (1999)", or "in recent work

(Black and White, 1999), it was proven..." References to Web sites should include the full Web address and the date on which it was last visited by the authors.

5. Notes to items in the text should appear as Endnotes placed before the References section, not Footnotes.
6. Figures, tables and graphs can be included, but only in black and white – do not use colour.
7. All figures, graphs and tables should have descriptive captions.
8. All pages of the paper should be numbered.
9. Ensure that references are complete with full titles, dates and page numbers for each.

Should your paper be accepted for publication, we will need the source files from which to typeset your paper. At that stage, please supply text files (eg. Word, RTF, Tex, .txt), plus graphics files at 600 dpi minimum (eg. JPG, TIF, GIF). Graphics files embedded in documents such as Word are not acceptable.

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