

FIRST AUTHOR:		
ARTICLE TITLE:		
GUEST EDITOR (GE) OF ISSUE:		
NUMBER OF WORDS ALLOCATED TO YOUR ARTICLE		Note that this allocation includes illustrations and references. The word equivalent is given under 'Space' on p.1
ACTION	DEADLINE	COMMENTS
Send author information to Managing editor	Immediately	We need to have addresses, phone and fax numbers, e- mail addresses for all co-authors. We need courier address of first author if different.
All authors to send a short personal biography and photograph	As soon as possible	Send to the Managing Editor Biography 100 words Picture original or file at 300 dpi (2" x 2" or 5 x 5 cm)
Send preliminary abstract or outline	As soon as possible	Send to Guest Editor. The GE will check for any overlaps or other problems.
Manuscript completed and sent to Guest Editor		Must include final abstract, figures (to the specifications given below), captions, acknowledgements, references and keywords
Referee comments sent to first author		Ensure you and your co-authors will be available to act quickly as soon as comments arrive
Guest Editor to receive final version of ms		Ensure you will be available to deal with any final edits requested
Send hard copy of Copyright Form		Sign and send by airmail to Managing Editor
GE sends all mss to Managing Editor and Principal Editor		The Managing Editor might contact you with request for clarification, better diagrams, etc.
PUBLICATION DATE:		