

Guidelines for authors

Each manuscript should be prepared according to the guidelines compiled below and also available on the Internet. Manuscripts and illustrations not prepared in the correct format will be returned to the authors for corrections prior to being sent out for review.

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This journal accepts original articles and review articles.

Manuscripts should be submitted as a single file not exceeding 5 MB (text, tables and figures all together in one file). Include the full name(s) of author(s), correspondence address, e-mail address, phone, and fax numbers.

Manuscripts should be written in English. Authors whose mother tongue is not English should have the manuscript translated by a professional translator or checked by a native English speaker prior to submission. Use one spelling style throughout the entire manuscript (Example: colour, palaeoanthropology and metre in British English or color, paleoanthropology and meter in American English).

Writing Format for Submission

Typing (in Times or Times New Roman for English language, font size 11) must be in 1 line spacing (with after spacing in 6pt), justify, unjustified margins at the right. First paragraph line indented 0.5 cm, reference list pendant 0.5 cm. Running title with maximum of 10 words. No footnotes are allowed in text.

Title and chapter headings in larger font, bold face, sub-chapter headings in bold and smaller than title and chapter headings (all in normal face not in italics). Use separate line for each chapter or sub-chapter heading. Do not number the chapters or sub-chapters. Use italics for species, genus names, medical terms in Latin or, however as rarely as possible, for stressing a particular fragment.

Submit a manuscript without any unnecessary or hidden formatting.

Writing Format for Research Report or Literature Review

Abstract:

The abstract briefly presents the objectives of the study, major results and conclusions in a language as non-technical as possible. It should not exceed 200 words. Authors whose mother tongue is not English are invited to add an abstract of similar length in their own language. If it requires special characters, it should be submitted in both RTF and PDF versions to ensure the correct reproduction of special characters.

The text:

The main portion of the manuscript should be divided into sections such as e.g.: Introduction, Materials and Methods (or Materials, Methods; specifically for research report), Results and Discussion, Conclusion followed by Acknowledgements and References. Chapters which reflect

topics of the manuscript are welcome, too. The sections can be divided into sub-sections but the use of numerous sub-sections should be avoided.

Avoid dot points and numbering such as:

1.
2.

It should be written as: 1), 2)

Tables should be printed with a concise explanatory caption above the table and each column should carry a separate heading. Additional explanations (such as of abbreviations) should be given. In the table format only horizontal lines need to be used and the number of these should be kept to a minimum. Do not use gridlines automatically provided by some programmes. Normally, tables must fit on the A4 page. Figures and tables should always be referred to in the text.

References to the literature:

In-text:

Should be by the author's surname only with the year of publication in brackets. Where there are two authors the names should be linked by "and". Where there are more than two authors the reference should be quoted - first author followed by "et al." (not in italics). If references are given in brackets the author's surname and the year of publication should be separated by a comma. If there is more than one reference of the same author, years of publication should be separated by commas. References of the same author that appeared in the same year should be indicated by first letters of the alphabet and separated by commas. References to publications of different authors should be separated by semicolons. Citations may be made directly (or parenthetically). If many references are listed, they should appear first in alphabetical order of authors surnames and then by the ascending year of publication.

Examples:

..... (Eveleth & Tanner 1990:10, Kennedy 1993:145-149).

..... (Abolfotouh et al. 1993).

..... (Boas 1896 cit. Martin 1928)

As indicated by Henschen (1949).....;

Hahn and Czarnetzki (1980) studied

Hann (1986a, 1986b, 1988); Flores et al. (2000a, 2000b); (Flores et al. 2000a, 2000b)

...were studied (Anderson 1993, Angel et al. 1987, August and Chrisman 1988, Flores et al. 2000a, 2000b, Glab et al. 1998, Hann 1986a, 1988, Phillips 1996).

In section References:

The references at the end of the manuscript should be listed in alphabetical order under the first author's name and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication All names of the authors of the referred paper should be included. Only works referred to in the text should be included in the list. Titles of the journals should be abbreviated (use

the abbreviated form officially accepted by given journal or, as it appears in Current Contents, Medline or any other major literature search).

Examples:

References

Aboufotouh M, Abu-Zeid H, Badawi I & Mahfouz A (1993) A method for adjusting the international growth curves for local use in the assessment of nutritional status of Saudi pre-school children. *Journal of Egypt Public Health Association* 68:687-702.

Hawking S (2000) Professor Stephen Hawking's website [Accessed 9 Mei 2002]. <http://www.hawking.org.uk/home/hindex.html>.

Kennedy P (1993) *Preparing for the Twenty-First*. London: Harper Collin Publisher.

Kennedy P (2000) *The New Era*. Cambridge: Cambridge University Press.

How to cite the references:

Blog

Family Name INITIAL(S) (Year) Title of blog entry. Date blog entry written. Title of Blog [Date accessed] <URL>.

Newton A (2007) Newcastle toolkit. 16 January 2007. Angela Newton: Blog [Accessed 23 February 2007] <http://elgg.leeds.ac.uk/libajn/weblog/>.

Book (one or more authors)

Family Name INITIAL(S) (Year) Title. City of publication: Publisher.

Adams AD (1906) *Electric Transmission of Water Power*. New York: McGraw.

Book (edited)

Family Name INITIAL(S) (ed) (Year) Title. City of publication: Publisher.

Crandell KA (ed) (1999) *The Evolution of HIV*. Baltimore: Johns Hopkins Press.

Chapters in edited books

Family Name INITIAL(S) (Year) Chapter title. In: Initial(s) Family Name of Editor(s) (eds). Title of book. City of publication: Publisher. Page number of your quotation.

Coffin JM (1999) *Molecular Biology of HIV*. In: KA Crandell (ed). *The Evolution of HIV*. Baltimore: Johns Hopkins Press. 24-35.

Journal article

Family Name INITIAL(S) (Year) Title of article. Journal title. Volume (issue number): page number of your quotation.

Walker JR (1998) Citing serials: online serial publications and citation systems. *Serials-Librarian* 33 (4):343-356.

More complete guidelines can be found in <http://e-journal.unair.ac.id/>, within the IJSS section.

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