

## Submission Checklist

Before sending your paper to the journal's Editor, please make sure that you have included all necessary details. Please consult the journal's Guide for Authors for further details of any item.

***For all submissions (online, by e-mail or on CD), please make sure you have provided:***

- Name of the author designated as the corresponding author, along with their:
  - E-mail address
  - Full postal address
  - Telephone and fax numbers
  - Keywords and/or classification codes, if required.

See the journal's 'Guide for Authors' for details.

- The names and addresses of potential Referees, if required. See the journal's Guide for Authors for details.
- Ensure that online submission or submission by e-mail text files are in a standard word processing format (Word, WordPerfect or LaTeX are preferred).

Alternatively, they can be submitted in PostScript format.

- Ensure that graphics are high-resolution. Preferred formats are either TIFF or EPS. Be sure all necessary files have been uploaded/attached. All figure captions are available.
- All tables are present (including title, description, footnotes).
- Disk submission  
Electronic files can be stored on CD. Please ensure that the CD version and the hard copy of the manuscript are identical.

Please check that:

- CD is enclosed
- CD has been labeled with: article details (first author, first words of title), file name(s), media format (e.g. PC, Mac), file format (e.g. Word, LaTeX)
- All text pages are enclosed
- Original artwork is enclosed (high-quality prints)
- All figures are enclosed and have captions
- All tables are enclosed (including title, description, footnotes)

Further considerations:

- Ensure your manuscript has been 'spell checked'.
- Check that references are in the correct format for the journal. (See the journal's 'Guide for Authors' for details.)
- All references mentioned in the Reference list must be cited in the text, and vice versa.
- Verify that permission has been obtained for use of copyrighted material from other sources (including the Web).
- Color figures should be clearly marked as being intended for color reproduction on the Web (free of charge) and in print or to be reproduced in color on the Web (free of charge) and in black and white in print. *If color is only required on the Web, black and white versions of the figures must also be supplied for printing purposes.*