

GUIDELINES FOR AUTHORS

This document offers guidelines on how to prepare your paper.

The typical length of your paper should be between 2500 and 3000 words formatted within maximum four (04) A4-size papers.

Summary of Key Points

These key questions summarise our main requirements.

Text

- Are the text and references single-spaced?
- Are the pages numbered?
- Have you put the relevant 'metadata' material at the front of the paper: paper title, authorship, author address details, abstract and key words?
- Are the references complete and consistent with the text?
- Is the text saved in Microsoft Word?
- Have you embedded all the figures and tables correctly?

Figures

- Are all the photographic figures you are supplying embedded into your document correctly?
- Is the quality good enough for publication?
- Are figures embedded in the correct position?
- Have you supplied a list of figure captions, with source details and any special wording required by copyright holders?
- Are the figures numbered correctly and consistent with the text?
- Have you cleared permission to use figures from other sources? If not, we may have to delete the material from the chapter for which permission has not been cleared.

Tables

- Are the tables embedded in Microsoft Word?
- Have you included the table captions, with source details and any special wording required by copyright holders?
- Are the tables numbered correctly and consistent with the text?
- Have you cleared permission to use tables from other sources? If not, we may have to delete the material from the paper for which permission has not been cleared.

Preparing your text

Please submit the text of your paper in Microsoft Word.

In particular:

- Please use 12pt Times New Roman for body text, 14pt Times New Roman for headings.
- Do not justify text to the right margin, please.
- Be careful to use one space only between words.
- In particular, please only use one space between sentences.
- Leave a one-line space between paragraphs so that each paragraph can be easily identified; there is no need to indent the first line of a paragraph.
- When using the tab key, use it once only and adjust the tab positions to suit your purpose.

Spelling

- Please use British spelling (except for American authors who are free to use American spelling).
- You can use 'ise' or 'ize' spellings, where these are interchangeable, but whichever you choose must be used consistently.

Units

- Express measurements in SI units wherever possible. When presenting numbers, use standard abbreviations – km, cm, mm – without full stops. In text, use these standard abbreviations after specific units of numbers, but words may be used in more general contexts. For example: 64 km, 99 mm
- Leave a space between numbers and units, e.g. 64 km.

Trade Names and Commercial Products

- Registered trade names of fibres and other products should be spelt with an initial capital letter. It is not necessary to use quotation marks. Avoid using capital letters for the whole name of a commercial product or items of equipment.

Quotations

- Use single quotation marks rather than double.
- Quotations of less than 60 words should follow on in the text in quotation marks.
- Quotes of more than 60 words should be displayed set out from the text, without quotation marks and indented left and right and in italics.
- Quotations **MUST** always include a source.

References: The Harvard System

The team would ask you to use the Harvard system for references. Please ensure that the reference in the text and in the list of references tallies in detail such as spelling of the author's name, etc.

Referring to a source in the text

Mention of references in the text should follow one of the following styles, depending on the context (bold is used here for emphasis only, and should not be used in practice):

Impact strength is, in part, a function of material molecular structure (Johnson, 1972).
Johnson (1972) has pointed out that impact strength is, in part, a function of molecular structure.

If you wish to refer to a specific page in a reference, for example, you could put the following:

Impact strength is, in part, a function of material molecular structure (Johnson, 1972, p21).

Johnson (1972, p.21) has pointed out that impact strength is, in part, a function of molecular structure.

Use a, b, c etc. if referring to different publications by the same author in the same year e.g.: (Johnson, 1972a). It is best to use 'a' for the oldest publication, 'b' for the next oldest etc.

Listing reference details at the end of the paper

References should be listed alphabetically by author at the end of the paper. Please supply the list of references in single-spaced type. The following basic style should be used in the references at the end of the chapter:

Published book - author, year, *title*, location, publisher (see example below)

Johnson W (1972), *Impact strength of materials*, London, Arnold.

Journal article - author, year, *title*, journal, volume, pages (see example below)

Foster E C (1996), '*Valuing Wool*', textiles 35, 25–51.

References to web pages and e-books

Author's/Editor's Surname, initials (if a person; if not, list organisation), Year. Title.

(Edition). Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].

For example:

Smith W (2006), Development of Social Connections, London, National Centre for Social Research. Available from: www.natcen.ac.uk/natcen/pages/hw_qualitative.htm [Accessed 14 August 2006].

If you are referring to an anonymous publication produced by a government institute, for example, you can put the relevant acronym in the text e.g. (Defra, 1994). The full reference would read: Defra (1994), *Clothing Roadmap: report no. 46 of the Committee on Sustainability Aspects of Clothing Usage*, London, HMSO.

Use of tables

- Please ensure that tables are numbered correctly and link into the text.
- If you are using any material for which you think you might need permission, you will need to deal with it as soon as you can. Please note that leaving permissions clearance too late may mean the team will have to exclude material for which permission has not been granted. Please also note that the Institute does not accept any liability for any missing permissions in your paper.
- Use a capital letter on the first letter of the first word of each entry. A sample table is shown below.

Table 1.1 What customers want from customer service

	1970	1980	1985	1990
Contact with outside salesperson	1	3	4	4
Frequency and speed of delivery	2	1	1	2
Price	3	2	3	4
Range of available products	4	4	4	3

Note: Customers were asked to score the four different components with 4 being the most important and 1 the least important. Source: Research by MORI for National Consumer Council 1994.

- Please use one single, numerical sequence for all figures/images in a paper (whether photographs or line drawings). Please do not number photos and line drawings separately.

Acknowledgement

Whether or not you need to clear permission, you should acknowledge all published materials. The Textile Institute and the University of Huddersfield will not accept any liability for any published material that has not first been cleared of permission from sources that you have made use of.

It is up to you 'the author' of the paper to ensure that all permissions have been sought.