

Notice to Paper Contributors of IRFD World Forum Events

Please make every effort to conform to these guidelines when submitting a paper. Papers requiring more than minor corrections will be returned to the author for attention. Papers should not exceed 15 pages in print.

Authors wishing to submit a paper that is not written in their native language should seek cooperation from a fellow worker, preferably in the appropriate country, for preliminary language editing before the paper is submitted. Papers of insufficient quality of language will be returned to the author(s) for revision before being processed.

1. All papers submitted to IRFD World Forum Events will be reviewed by one or more competent referees whose opinion(s) will guide the World Forum Secretariat as to their acceptability. A paper already published elsewhere (wholly or substantially) can only be presented at the Forum and published in the IRFD World Forum Proceedings if the author(s) grant/obtain reprinting permission/licensing and pay appropriate fees to the original publisher. Authors must notify IRFD of the publication status of the paper upon submission for presentation at the World Forum.
2. Unless author(s) notify IRFD of the publication status of the paper, submission of a paper to the IRFD World Forum will be interpreted by the World Forum Secretariat as a statement by the author(s) that the substance of the paper has not been published previously and that it is not under consideration for publication elsewhere. Submission of a paper to the IRFD World Forum by one author of a multi-authored paper will be interpreted by the Secretariat as a statement that all the authors have agreed to the content of the paper and to its submission.
3. All papers submitted to IRFD World Forums must be received by IRFD in their final form by the final paper submission deadline that is set for each World Forum. Upon submission of final paper, author(s) must also complete, sign and submit the *IRFD Publication Agreement and Assignment of Copyright/Permission to Reprint*.
4. Manuscripts should be in American or British English. Title should be brief (one line is best), and should begin with a word useful in indexing for information retrieval (not Effect or New). After the title, authors' names, institutional affiliation, position at institution, telephone/fax number and e-mail should be mentioned (corresponding author should be indicated if different from first author). An abstract not exceeding 250 words must be provided. Additional 3 to 5 keywords (i.e. keywords not mentioned in the title) must be provided on the second line following the abstract. Headings can be used up to a maximum of two levels; do not number them.
5. Owing to the demand for space and the high cost of production, all but essential information should be rigorously excluded from papers. Numerical results should be presented as tables or as diagrams, but not both; only essential tables, diagrams and illustrations will be published.
6. Tables and figures with their caption should be submitted separately from the text (on a separate page / at the end of the file), but captions must be included in the text at the appropriate place. They must be numbered in Arabic numbers according to their sequence in text, i.e. Table 1, Table 2... Figure 1, Figure 2...
 - Avoid large tables. Tables should be clear without reading the text. Column headings should be brief and clear. Any necessary explanations essential for understanding the table should be given as a footnote at the bottom of the table.
 - Figures, Photographs, Diagrams, Charts and other Images produced by graphical computer programmes should be of high quality (resolution of at least 300dpi/ppi). Low quality graphics may be omitted from the publication.
7. Formulae should be numbered in Arabic numbers serially at the right-hand side in parentheses. They should be typewritten. Subscripts and superscripts should be clear. Give the meaning of all symbols immediately after the equation in which they are first used.
8. Footnotes should be avoided.
9. All references cited in the text must be listed at the end of the manuscript.
Use the Harvard Style for Bibliographical References
10. In the event a paper submitted to the IRFD World Forum is selected for additional IRFD Publications, authors will receive the galley-proof for correction. Changes to it should be limited to corrections of compositor's errors.
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