

SUBMISSION GUIDELINES - IRNOP IX, Berlin (The submission deadline for full papers is April 9th, 2009, www.irnop2009.org)

GENERAL

- All submissions must be in English.
- All submissions have to be made online through www.irnop2009.org/submissions.
- All papers submitted for publication will be refereed on the 'double-blind' system by two or more specialists selected from a panel of referees.
- In order to facilitate the blind review process, remove ALL authors identifying information, including acknowledgements, from the text.
- The maximum length of the paper is **8,000 words** (including tables, appendices and references). Papers must be typewritten in a font size of 11 pt, double spaced with wide margins. Write in clear and concise English, using active rather than passive voice. Authors may refer to themselves in the first person, except when citing their own work. Spelling should follow the Oxford English Dictionary. Authors should consult a recent issue of the journal for style if possible. The Editors reserve the right to adjust style to certain standards of uniformity.
- The entire paper (title page, abstract, main text, figures, tables, references, etc.) should be in one document formatted in MS-Word or PDF.
- Check that the (.doc or .pdf) file of your paper prints correctly (i.e. all imported figures and tables are there), and ensure that the file is virus-free.
- Please provide us also with a 1-page abstract outlining the purpose, scope and conclusions of the paper (to be uploaded through the submission system) which will be published in the conference proceedings. It is important that the abstract should be very clear and understandable to those whom English is not their native language. The abstract should explain why the paper is important to those who may not necessarily be in that particular field.

UNITS

- You should use SI units, as defined by the ISO standard or your national authorized SI standard. Where SI units do not exist, use an internationally accepted unit. If you use any symbol or unit that may not be generally recognized, please put an explanatory note in the margin the first time it is used, to help the referees and editors.

CHECKLIST

- Have you told readers, at the outset, what they might gain by reading your paper?
- Have you made the aim of your work clear?
- Have you explained the significance of your contribution?
- Have you set your work in the appropriate context with sufficient background, and all relevant references?
- Have you addressed the question of practicality and usefulness?
- Have you identified future developments that may result from your work?
- Have you structured your paper in a clear and logical fashion?

REFERENCES - All citations in the text should refer to:

- Single author: the author's name (without initials, unless there is ambiguity) and the year of publication;
- Two authors: both authors' names and the year of publication;
- Three or more authors: first author's name followed by 'et al.' and the year of publication.
- Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.
- Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al. (2000) have recently shown"
- References on reference list should be arranged first alphabetically 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.
- Examples: Reference to a journal publication: Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2000. The art of writing a scientific article. *J. Sci. Commun.* 163, 51–59.
- Reference to a book: Strunk Jr., W., White, E.B., 1979. *The Elements of Style*, third ed. Macmillan, New York.
- Reference to a chapter in an edited book: Mettam, G.R., Adams, L.B., 1999. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. E-Publishing Inc., New York, pp. 281–304.
- Please ensure that references are complete, i.e. that they include, where relevant, author's name, article or book title, volume and issue number, publisher and location, date and page reference.
- It is important that your paper is set in the context of current research, and you should show that the work is original. Therefore a significant proportion of the citations (typically at least a third) should be refereed papers published in the last five years. But please do include citations of seminal papers from the past, which form the foundations of the subject. Web pages are not refereed publications and so citations of them should be used sparingly.

ILLUSTRATIONS

- Please make sure that artwork files are in an acceptable format (TIFF, EPS or MS Office files) and with the correct resolution.
- Please submit in addition usable black and white versions of all the colour illustrations.

TABLES

- Tables should be numbered consecutively in Arabic numerals and given a suitable caption at the top of the table. Type each table on a separate sheet. Footnotes to tables should be typed below the table and should be referred to by superscript lowercase letters. No vertical rules should be used. Tables should not duplicate results presented elsewhere in the manuscript (e.g. in graphs).