Instructions to Authors
For the Preparation of WIT Press Journal Papers

Failure to comply with these instructions may result in your paper being returned and cause a delay in publication

The following instructions will help you with the preparation of your paper. Please read them carefully before you start in conjunction with the WIT Press Publication Ethics and Malpractice Statement. If the software you use to compose your work is not capable of producing type sizes that exactly match those given in the specifications below, you should try to obtain as close a match as possible, using the attached samples as a guideline.

Important Information – PLEASE READ

- Papers must be produced electronically and be PC compatible.
- Papers must be submitted in both their original native file format (e.g. MSWord) and as PDF files.
- PDF files must have all the relevant fonts embedded; deselect ‘image down sampling’ and set Distiller settings to ‘press’ or ‘print’ in the ‘Job Options’ to ensure high resolution files are produced.
- Papers must not exceed 15 pages in length (including references and tables).
- Please note that all Papers will be reviewed and processed through CrossRef Similarity Check
- The research work reported in the paper should not have been published or have been submitted to another journal. It should be included in only one publication.
- If applicable, please ensure that a Data Availability Statement is included.
- If the work involves animals or human subjects, a statement must be included that informed consent was obtained.
- Papers must be submitted with a signed PUBLISHING AGREEMENT. A copy was sent to you with these instructions. More information regarding our Publishing Agreements can be found at the end of this document.

Downloads

The following files are available to download from our web site at: https://www.witpress.com/authors/submit-a-journal-paper
1. These author instructions.
2. Example pages.
3. Copy of the Open Access Publishing Agreement.
5. WIT Press Publication Ethics and Malpractice Statement.

Instructions for Word Template

Double click on the ‘JOURNAL_template.dotx’ template to open it up as a word document and begin writing your paper. Ensure the margins are set as: A4 page, top & bottom 48.5mm; left & right 40mm.

Helpline

If you are not clear about any of the instructions or would like further information on formatting, please contact:

WIT Press Team Email: witpress@witpress.com
or at the following address:

WIT Press, Ashurst Lodge, Ashurst, Southampton
SO40 7AA, UK
Tel: +44 (0) 238 029 3223

Updated 11/2022

<table>
<thead>
<tr>
<th>TEXT LAYOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>The area in which you are to key your text is 200mm deep x 130mm wide. Based on an A4 page, the margins will be: top &amp; bottom 48.5mm; left &amp; right 40mm.</td>
</tr>
<tr>
<td>You must contain all text matter and any figures within this area and ensure that the margins are consistent on all pages. Margins must be equal on both sides and equal on the top and bottom. Do not use corner/tick marks.</td>
</tr>
<tr>
<td>You should set the main text in 10 point Times Roman or Times New Roman (normal), not in bold, using single line spacing. All text should be produced as a single column and JUSTIFIED throughout.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>This contains the title of the paper, the author names, organisation and country (do NOT put the full postal address or your email address), the abstract, keywords, and the first part of your paper.</td>
</tr>
</tbody>
</table>

Title

Start the title of your paper 10mm (28 points) down from the top of the specified typing area in Times Roman size 14 point, all in CAPITALS and centred. Leave one clear line space and then key the following:

Author name

On a new line key the author name(s), without degrees or qualifications, in Times Roman 8 point, all in CAPITALS and centred. Please use the full version of the author(s) names e.g. Carlos A. Brebbia. Authorship should be limited to only those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. Where there are others that have participated in certain aspects of the work they should be recognised in the acknowledgements section.

If you wish to include an ORCID reference please add it as a footnote at the bottom of the first page in the following format.

ORCID: http://orcid.org/xxxx-xxxx-xxxx-xxxx

If more than one ORCID number is needed for multiple authors, please use footnote indicators in the following order: *, †, ‡, §, ¶.
Affiliation

On a new line, without a space, enter the authors' organisation/affiliation and country only (not the full postal address, although you may add the name of your department), in Times Roman font, size 8 point, all centred, in upper and lower case.

For papers with multiple authors at different affiliations, please use superscript numbers to indicate which affiliation applies to which author.

For example:

F.A. PONZIANI$^{1,2}$, A. TINABURRI$^{1,2}$ & V. RICCI$^1$

$^1$Central Direction for Prevention and Technical Safety, Ministry of the Interior, Italy
$^2$University of Rome Tor Vergata, Italy

Leave one clear line space and then key the following:

Abstract heading

Set in Times Roman, size 9 point, all in CAPITALS, centred.

Abstract text

Every published paper must contain an Abstract. Abstracts should be a single paragraph, and should not contain numbered mathematical equations or numbered references. If a reference needs to be cited, the sentence should be rewritten to remove the need for a reference number. The Abstract should be an accurate, stand-alone summary of the contents of the paper. Note:

- The abstract should be between 150 and 300 words.
- It must be written as a single paragraph, and not contain displayed mathematical equations, tables or figures.
- Ensure that your abstract reads well and is grammatically correct.

On a new line, without a space, start the text of the abstract set in, 9 point Times Roman or Times New Roman, use single line spacing, as a single column and JUSTIFIED throughout.

Keywords

It is essential that you supply up to ten keywords that best describe the unique content of your paper. These will be used as part of the search facility in the online version. The Keyword heading, together with the chosen words, should appear on a new line immediately following the last line of the abstract, without a line space, set in Times New Roman 9 point italic. See example pages.

Introduction heading

Set in Times Roman, size 10 point, all in CAPITALS, centred. (Start to number your main headings at this point using the number 1, followed by two character spaces and then the heading title, i.e. 1 INTRODUCTION).

Introduction text

On a new line, without a space, start the text of the introduction, set in 10 point Times Roman or Times New Roman, using single line spacing, as a single column and JUSTIFIED throughout.
For captions of more than one line, the second and subsequent lines must be left aligned with the first word of the caption and should be set justified. See examples below:

Table 1: This is the caption.

Table 1: This is the style that should be followed if the table caption exceeds one line in length. The subsequent lines need to be indented to align with the first word.

All table captions should end in a full point. When the caption has more than one part, separate with a semi-colon, e.g.

Table 1: This is the caption. (a) Part a; (b) Part b.

There should be one line space above and below the caption and one line space after the table. Sources should be included after the main part of the caption, set in italics and in parentheses.

Table body
The table text should be set in 10 point Times Roman. If necessary, the text can be taken down to 8 point. Vertical rules should be avoided.

Please note: tables must not be pasted in to the paper as an image.

Figure captions
Figures must be numbered consecutively from the beginning of the paper. All figures must have a caption, which should be set 10 point Times Roman centred below the figure. If the caption is more than one line in length the same alignment style as set out for the tables should be used. Do not set the captions in bold or italic. Figure permissions or copyright information should be included at the end of the caption in italics and in parentheses.

Please ensure that figure labels are legible at the intended reproduced size. The text used for labels should be no smaller than 7 point. Citations to figures in the text always carry the abbreviation ‘Fig.’ followed by the figure number. The abbreviation is used even when it begins a sentence.

Figure 1: Velocity fields.

Leave two line spaces between the caption and the following text. Do not set captions in bold or italic.

REFERENCES
Our House Style for references follows the Vancouver system. References are numbered sequentially as they occur in the text. Citations in the text take the form of square parenthetical numbers, which refer the reader to the references in the list. References in the list are ordered according to these numbers.

Text
In the text a reference is shown by the author’s name, followed by the number in square bracket on the same line (e.g. Glossop [4]).

It is not always necessary to mention the author(s) of the source unless it is relevant to your text. If you do include author names in the text, list all the authors if there are one or two, but use “et al.” for more than two. (Note that “et al.” is not italicized). Examples:

One author: “Jones [1] reports ...”
Two authors: “Jones and Roberts [4] report ...”
Three or more authors: “ Jones et al. [10] report ...”


To cite more than one source at a time:
[3], [6], [9]
[2]-[7]

Refer to the examples included with these instructions. Do check your final paper to ensure that references within the text correspond to the reference list at the end.

Reference list (at the end of the paper)
References should be collected at the end of the paper in the order they were cited (numerical order, starting with [1]).

List only one reference per bracketed number.

The names of all the authors should be given in the reference list unless there are more than six, in which case you may use “et al.” after the name of the first author.

If the reference DOI is known, please include this at the end of the reference.
Style for Titles
Set the titles of books (including handbooks and manuals), periodicals and conference proceedings in italics with all main words in capitals. Set the titles of articles, book chapters, reports, theses and conference papers in Roman with sentence-style capitalization.

Abbreviations
Either spell out the entire name of the periodical you reference, or use accepted abbreviations. Either way, be consistent.

Spacing
Please note the correct spacing and punctuation for author names:
Tao, T.L., Siva Ram Murthy, C. & Al Kuran, S.

Reference formatting
Examples of how to format your references are given below.


For references that have not yet been accepted for publication, use the phrase “submitted for publication” in place of the date. If they have been accepted, but not yet published, use “to be published” in place of the date. Note that the periodical number is optional when the month of publication is given.

DOI numbers should be added at the end of a reference using the full link. For example:

https://doi.org/10.1080/019697200124801

FOOTNOTES
Footnotes to the text should NOT be used.

CONSISTENCY OF STYLES
Please be consistent in the use of punctuation, figures, capital letters and abbreviations, and even more importantly in nomenclature and symbols.

LANGUAGE
It is important that the grammar and spelling of your paper is as correct as possible. If English is not your first language, please have an English speaking colleague check your paper for you.

PLEASE CHECK THE WHOLE PAPER THOROUGHLY AFTER SETTING AND ENSURE THAT ALL FIGURES, CAPTIONS, TABLES, ETC. ARE LEGIBLE, AS THESE OFTEN PRESENT PROBLEMS.
OPEN ACCESS

WIT Press is committed to the free flow of information to the international scientific community. To facilitate this, all papers published in WIT Transactions and Journals are Open Access (OA). This provides free unrestricted access to your paper via our eLibrary. In addition, authors can self-archive the article for gratis public use on the author’s personal website, on a server operated by the author’s employer, or on a server operated by a third party. If a preprint version of the paper is posted we request that upon publication of your paper the final version is posted with a full reference to our eLibrary.

WIT Press policy requires that prior to publication all authors or their employers must sign our Open Access Publishing Agreement (OAPA), unless publishing under the CC BY 4.0 license. The OAPA serves four important purposes:

1. An explicit promise is made to OA authors that WIT Press will present their work with free access to all users.
2. OA authors are assured that they are free to post published version of their articles on their personal websites, their employers’ sites, or their funding agency’s sites.
3. The OAPA gives WIT Press sufficient legal rights to resolve any complaints of abuse (such as infringement and plagiarism) of the authors’ content.
4. The OAPA allows users to copy the work, as well as to translate it or to reuse it for text/data mining, as long as the usage is for non-commercial purposes.

Creative Commons Attribution (CC BY 4.0)

Some funding agencies require that authors use specific publication licences in place of a traditional copyright transfer if a portion of their grants are to be used to pay paper processing charges. In addition, some authors whose work has not been supported by such funding agencies may also want to use the CC BY licence.

This version of the licence allows users to copy, distribute and transmit an article, and adapt the article as long as the author is attributed. The CC BY license permits commercial and non-commercial reuse.

Authors should explicitly declare their interest in having their papers published under a CC BY license upon submitting their manuscript.

For further information:

Journals published by WIT Press:
https://www.witpress.com/journals

For WIT Press Publications and Electronic Library:
https://www.witpress.com