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Instructions for authors

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The author willing to handle correspondence at all stages of refereeing, production and post-production stages should be indicated clearly on the covering letter. Their full name, full postal address, telephone and fax numbers should be included with their e-mail address.

PREPARATION OF PAPERS

General

Initial submissions should comprise four clearly typed (double spaced) copies of the complete manuscript and a MS Word file with electronic graphic files for any figures. These must be sent to the Editor. Handwritten manuscripts are not acceptable. Please note we do not accept Latex files. The accompanying letter must include a request for publication and state that the paper has not been published previously or submitted for publication elsewhere.

The receipt of papers will be acknowledged by return, with a copy of these conditions and a reference number which should be used in all correspondence.

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All figures must be provided by the author(s). Photocopies of figures (including any photographs) if not included within the printed text must be sent with the initial manuscript. For the final submission of electronic files for publication, figures should be produced electronically, where possible. Hand drawings should be avoided if absolutely necessary then they should be made with black ink on white paper. Drawings considered unsuitable for publication will be returned with a request for them to be redrawn or resupplied electronically. All figures should be numbered and given captions. References to figures in the text should be referred to as; Fig. 1, Figs 2 and 3 or Figure 1 if at the start of a sentence.

Photographs should be provided electronically and be scanned at 300dpi. Graphs, tables, charts etc. should be 150dpi. Figures and photos are accepted in the following formats: JPEG, TIFF and EPS. EPS files must have the preview option activated. Figures in Powerpoint or Word files are not acceptable.

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Title: The title should be kept short and concise.

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Abstract: A single paragraph abstract of around 150 words which summarises the paper and contains no references.

Nomenclature: A list of all symbols used in the text and figures, whether familiar or not, should be given in alphabetical order with, for example, c before C and all English letters listed before Greek symbols. Subscripts and superscripts should be listed separately where possible. SI units should be used throughout.

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Introduction: Discuss the *raison d'être* of the work, including previous work by others and how the work being presented aims to advance or complement this.

Equations: Equations must be numbered in brackets (...1). Each equation for the final approved version should be produced electronically in *WORD* preferably using Equation Manager or Mathtype. Variables should be in italics. Constants should be in plain text. Vectors and matrices should be in plain text but bold. Cos, Sin, Tan should be begin in capitals and be in plain text.

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References: References should be numbered sequentially in the text as they occur and placed at the end of the manuscript. For example, most commonly for papers⁽¹⁾ and reports⁽²⁾. They should be presented as follows:

1. Miller, P and Wilson, M. Wall jets created by single and twin high pressure jet impingement, *Aeronaut J*, March 1993, **97**, (963), pp 87-100.
2. Green, J.E., Weeks, D.J. and Brooman, J.W.F. Prediction of turbulent boundary layers and wakes in compressible flow, ARC R&M No 3791, 1979. and for books⁽³⁾
3. King-Hele, D. *Satellite Orbits in an Atmosphere*, Blackie, Glasgow, 1987.

Appendices: If no suitable reference is available appendices may be used to clarify certain points, such as a step in the theoretical analysis.

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These can be up to 2,000 words in length and have no set form. They can be abstracts, comments upon unpublished papers, notes on interim results or a call for further research. They do not have to contain figures or nomenclature and may be in the form of a letter. Manuscripts submitted in this category are reviewed by just one reviewer and are published more quickly than a full paper.

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