
BUTTERWORTH-HEINEMANN GUIDELINES FOR SUBMISSION OF ELECTRONIC MANUSCRIPTS

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WHAT TO SUPPLY

- ◆ Submit to the **Editor**, only the final accepted version of both the paper and the electronic version on disk. **The hard copy and electronic files must match exactly.**
- ◆ The preferred storage medium is 3½ inch disks but we can also accept 5¼ inch disks.
- ◆ Text should be saved as a wordprocessor file in IBM compatible MS-DOS format. We recommend WordPerfect or Microsoft Word as the wordprocessing software but manuscripts prepared on any microcomputer wordprocessor are acceptable. If you have the facility to save as ASCII file(s), please also make a copy in this format.
- ◆ Complete and enclose the Disk Specification Form attached.

ORGANIZATION OF DISK CONTENT

- ◆ Present your manuscript as simply as possible. It is not necessary to achieve a standard of presentation at the level of desktop publishing. Complex formatting will take up more of your time and will also complicate and delay the production process.
- ◆ We will copyedit the manuscript and insert all required coding onto the disk. All design considerations for typefaces, page layout and artwork positioning will be handled by us.
- ◆ **THE MOST IMPORTANT CONSIDERATION WHEN PREPARING YOUR DOCUMENT IS TO BE CONSISTENT.**
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If you run into any problems, are unsure about anything or would like further information, then please do not hesitate to contact us. We are only too pleased to help.

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- ◆ Be careful not to confuse lower case ellis (l) with the number one (1), or the capital letter O with zero (0).
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- ◆ When sending your disks by post, ensure that they are packed correctly - corrugated cardboard is not adequate. Please use special disk envelopes wherever possible. When using jiffy bags, please ensure that the disk is properly protected from dust or physical damage.
- ◆ It is advisable to write-protect your disk before submission.
- ◆ **It is important that you keep an identical copy of your disk in case it is damaged in transit.**

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