

# **CERMES 2016-17 ACADEMIC YEAR INSTRUCTIONS TO AUTHORS OF CERMES TECHNICAL REPORTS AND STUDENT RESEARCH REPORTS**

CERMES has established guidelines for manuscripts, such as student research reports and workshop reports, intended for the CERMES technical report series. Authors who follow the instructions will greatly facilitate the publication process and the quality of CERMES technical reports. Instructions to authors, written using the recommended styles and formats, are below.

## **1. GENERAL FORMAT**

### **1.1 Length**

- Technical Reports should not exceed 100 formatted pages (or 50 pages for student MSc reports). This includes all pages from the Title page to the end of Appendices.
- A formatted page of text is approximately 500-600 words; less if there are tables and figures.

### **1.2 Paper**

- Reports are to be printed double-sided on standard letter size (8½" x 11") paper.
- Exception can be made for oversize pages (typically 11" tall) that are folded to fit the report.
- The same good quality white bond paper (usually 20 lb weight) is used throughout the report.

### **1.3 Language**

- Manuscripts are in UK English only, but abstracts or summaries in Spanish are encouraged.
- Units of measure are metric, using standard abbreviations and superscripts. However non-metric equivalents can also be given where this will improve understanding and interpretation.
- All scientific names, and most foreign language terms (except very common ones such as *et al.* and *inter alia*), are italicized.

### **1.4 Page setup**

- Margins on each page are 1 inch (2.5 cm) all around with headers and footers that are smaller.
- Pages should be in portrait orientation unless it is absolutely necessary to use landscape orientation. Landscape pages are typically used for tables and figures, not normal text.
- Use tab stops as required, but avoid individual tabs when paragraph or list indents can be used
- As a general rule when formatting, consider measures that reduce the wastage of space on the page, and thus paper when printing. Re-size graphics or insert text to fit available space rather than leave white space (partially blank page end).

### **1.5 Text**

- Body text is single spaced, fully justified, black 12 point Times New Roman with a line (12pt) space before paragraphs unless otherwise instructed (e.g. in tables and reference list)
- First lines of paragraphs are not to be indented, but there is a line (12pt) space between paragraphs, and between text and headings. Do not use a hard return to skip a line if you can use a "style" in Word to automate the formatting.
- Text is typically arranged under up to 3 levels of outline numbered and distinctively styled

headings (e.g. **1 INTRODUCTION**, **1.1 Background**, 1.1.1 Study area). Underlined text, not numbered or bold, can be used as the level 4 heading if absolutely necessary, but this level of heading does not appear in the table of content. See template styles.

- The titles of appendices are typically level 2 headings that include sequential Arabic numbers, and the headings appear in the table of contents (e.g. **Appendix 3: Survey questionnaire**)

## 1.6 Pagination

- A specially formatted page is used for the standard cover layout of CERMES Technical Reports. The editors will add this page as a final step before publication.
- The title page is neither numbered nor counted in the pagination. Use a section break.
- The pages before the start of the body text (i.e. Abstract, Acknowledgements, Contents) are numbered in lower case Roman numerals (i, ii, iii, iv, etc.). Use a section break.
- The pages of the body text are numbered in a new sequence of Arabic numerals (1, 2, 3, etc.) consecutively throughout the manuscript, starting with the first page of the Introduction.
- All page numbers (both Roman and Arabic) are to be centred in the footer of each page.
- Appendices continue the pagination sequence of Arabic numerals to the last page.
- If oversized loose materials are placed in as an insert on the back cover they should also be included in the Arabic pagination and continue the sequence after the Appendices.

## 2. TABLES, FIGURES, BOXES AND LISTS

- Tables, figures and boxes are placed as soon after their first mention in the text as practicable.
- Using outline numbered captions based on the chapter number reduces the amount of manual editing necessary in the body text when you automatically re-number items.
- Placing lists of tables, figures and boxes with the table of content is unnecessary in CERMES technical reports and student reports.

### 2.1 Tables

- Tables consist of 2 or more columns (not one column) of text or numbers set out in cells
- The typical font for text in tables is Times New Roman, black, single spaced, 10 point font.
- There need not be a line before table text paragraphs, and full justification is unlikely to be used since it may cause uneven spaces between words when used in narrow columns.
- Captions are **bold Times New Roman, black, single spaced, 10 point font** using the commands to insert automatically decimal numbered captions with the caption style
- Captions are always placed above tables, not below. The Table data source is placed below the Table.
- Table captions may also be placed in the top row of the table so that they remain with the body of the table, but this row must not be part of the table header. It is formatted as a caption.
- Text within the table header row(s) should be in **Bold Sentence Case** rather than all CAPS, and sub-headers in the body of the table can be in *italics* or underlined as needs be.
- Columns of numbers should be decimal point or right aligned for ease of reading.
- Columns need not be the same width. Adjust column widths to make the table more compact.
- Consider in-table headings in matrices where a few words in merged cells span several rows.
- Table borders should be only at the bottom of the table, and above and below the header row (the 'simple' autoformat in Word rather than 'grid' style). However, a grid style that borders every cell may be used if tables are so complex or compact that this layout improves clarity.
- Tables should be left-aligned in the text. Text can be wrapped around the table if it is about half of the page width or less. In such cases text wrapping should be on the right side only.

Format commands in Table Properties make this process automatic.

## **2.2 Figures and other graphics**

- Figures include charts, graphs, maps, photographs, stand-alone clip art and the like
- Paste graphics and drawing objects ‘in line with text’ to reduce their tendency to move.
- The font of text in figures may be proportional to their size, but avoid less than 10 point font and use the same style of font for figures that you create (e.g. flow charts), preferably in Arial.
- Figure captions are placed below the object in the same style as for tables.
- Using captions generated by Excel or SPSS on figures such as charts may be redundant.
- Sources of figures should be placed directly under the caption, but not be part of the caption.
- Use symbols, grey-scale shading and crisp patterns in charts and graphs to facilitate legibility in black and white. Avoid colourful graphics unless necessary to adequately convey information.
- Use labels on charts and graphs, rather than rely on legends, to clearly identify data series.
- Charts should be prepared in Excel and cut and paste into the document as Windows metafiles. On initial submission, the Excel file with the original charts and data used to create them should be provided. Where files are small, Excel charts with worksheets embedded are feasible.

## **2.3 Boxes and lists**

- Boxes should be a single cell of table-formatted text, not ordinary text with a border
- The decimal-numbered caption of the box is placed inside at the top right
- The source of information in the box should be placed at the end of the text, within the box
- Bulleted or numbered lists can be used for emphasis or economy and do not require the half-line to be placed between list items.
- The first level should be aligned with the left margin, and subsequent levels minimally indented to save space, using different bullet symbols.
- Use bullet symbols (preferably simple shapes unless fancy graphics are called for), or numbers or letters consistently throughout the manuscript.

## **3. SPECIAL SECTIONS OF TEXT**

- The full citation for the document should be given immediately after the table of contents.
- Reports supported by grants may require a disclaimer. Place this after the citation.
- In some reports it may be useful to provide author or agency contact information.
- Provide a list of ACRONYMS in any report where they are many, especially if used frequently.
- Brief glossaries can go at the front of the report, but long glossaries may become an appendix.
- Footnotes and endnotes should be avoided, but if used they should be sequentially numbered, 10 point, single spaced text. Use the facility in Word to do this automatically, maintaining style.

## **4. LITERATURE CITED AND REFERENCES**

- Refer to the separate document entitled “*CITING YOUR SOURCES USING THE CHICAGO STYLE CHICAGO STYLE A GUIDE*”. It is prepared by the Sidney Martin Library, UWI Cave Hill Campus (December 2013). PDF copies are available. The guide is based on The Chicago Manual of Style 16<sup>th</sup> edition.

## 5. ALLOWABLE EXCEPTIONS

- Recognising that many CERMES documents are distributed electronically and rarely printed, these instructions allow for some formatting exceptions to make better use of software options
- The allowable changes are essentially cosmetic for more interesting electronic communication
- Students wishing to make exceptions MUST check first with their supervisor or other faculty
- Cover layout, margins, decimal numbering, citation style and language guidelines all remain
- A non-kerned font such as Arial or Calibri 10 or 12 point fully or left-justified can be for text
- Headings can be different in style, colour or shade, but only two colours or fonts throughout
- Tables can have simple gridlines with a coloured/shaded header, but not row/column shading
- Figures of all types can be in colour but must be easily legible if the document is printed B/W

## 6. ORDER OF SECTIONS

- The following sequence for the arrangement of the manuscript should generally be followed:

*Title Page (see previous reports for layout)*  
*[Certificate or Copyright Form, if applicable]*  
*Abstract (max. 250 words with 3-6 keywords)*  
*Acknowledgements (if any)*  
*Dedication (if any)*  
*Contents (including Appendices, but not lists of tables or figures)*  
*Glossary or Acronyms (if any, unless glossary is an appendix)*  
*Chapters of report (e.g. Introduction, Methods, Results, Discussion)*  
*References (carefully following instructed style)*  
*Appendices (if any)*  
*Oversized materials (if any)*

## 7. PUBLICATION PROCESS

1. Manuscripts intended for the CERMES technical report series should be edited and formatted by the author and/or member of staff or faculty concerned with them (e.g. research supervisor with or without the student's involvement).
2. Submit the prepared manuscript to Patrick McConney or Maria Pena for format checking, cover, numbering and possibly for circulation to other faculty for more review and editing.
3. The fully reviewed, edited and formatted manuscript will then be converted to CERMES technical report PDF and put on the CERMES web site from which it can be downloaded and shared.

Margins 1.0" all around

**The cover title of a report manuscript  
should be Times New Roman 20 Font,  
Sentence case, Bold and Centered**

AUTHORS SHOULD BE TIMES NEW ROMAN 12 POINT FONT,  
ALL CAPS, CENTERED, WITH INITIALS AND LAST NAMES OF AUTHORS

*Affiliations and addresses should be Times New Roman 12 Font,  
Italicized, and Centred*

**1. LEVEL HEADINGS ARE TIMES NEW ROMAN 12 POINT FONT, BOLD, ALL  
CAPS AND LEFT JUSTIFIED WITH ONE LINE BEFORE**

**1.1 Level headings are Times New Roman 12 Point Font, Bold, Sentence case and Left  
Justified with one line before**

1.1.1 Level headings are Times New Roman 12 Point Font, Normal, Sentence case and Left  
Justified with one line before

Body text is Times New Roman 12 Point Font, Regular, and Fully Justified with a one-line space  
between paragraphs.



**Figure 1.1**Figure captions are bold Times New Roman 10 Font, placed below the figure

**Table 1.1**Table captions are Times New Roman 10 Font, placed above the table  
(optionally in an unformatted table row)

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**Table headers should be Times New Roman 10 Font, with borders as shown  
(header row with two top borders and one at the bottom of the table).**

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North	32,145.88	Fine	65,463,854
South	684.25	Coarse	6,576

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Table text is not bold. If a table is too wide for portrait, landscape can be used

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(Source: of data can be placed here)