CERMES 2024-25 ACADEMIC YEAR GENERAL AUTHOR INSTRUCTIONS

CERMES has established general author instructions for manuscripts such as student course assignments, research reports, technical reports, and other non-specialised communications. Authors who follow the instructions will facilitate the in-house publication process. Students will benefit from the practice of using the type of guidelines commonly issued by publishers. There is flexibility, however, in following the instructions. Different guidelines apply to some publications, and course coordinators or lecturers may adapt the instructions for students.

Software
- The Office 365 suite of applications has become the standard for most CERMES outputs
- Additional instructions are usually given if additional or alternative software is to be used
- PDF files may be required for some outputs but generally not those to be marked; check

Length
- The length of course assignments will usually be specified in the assessment instructions
- 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.

Language
- Manuscripts are expected to be in UK English, so check word processor language settings
- Metric units are expected using standard abbreviations and superscripts. Non-metric equivalents can also be given where this will improve understanding and interpretation.
- Scientific names and foreign language terms are italicized (except some such as et al.)

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

Text
- Use pre-set or modified 'styles' in Office 365 for headings, normal (body text), captions, etc.
- Body text is usually single spaced, non-indented, left or fully justified, black 11 or 12-point Times, Aptos, Arial or similar common font unless otherwise instructed (e.g. in tables and reference list). Ask before using other fonts and avoid a confusing mix of fonts and styles.

- First lines of paragraphs are not to be indented, but insert a single blank line space between paragraphs, and between text and headings. Do not use a hard return to insert a blank line if you are allowed to use a 'style' with the correct spacing to automate paragraph 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**).
- <u>Underlined text</u>, that is not numbered, can be used as the level 4 heading if necessary, but this level of heading does not appear in the table of content. See template styles.
- Appendices typically have level 2 headings that include sequential Arabic numbers, and the headings appear in the table of contents (e.g. ***Appendix 3: Survey questionnaire***)
- **Literature cited or references** flow in level 1 heading format with no preceding page break

Pagination
- A specially formatted first page may be used for the cover layout of CERMES publications.
- The cover page is neither numbered nor counted in the pagination. Use section break after.
- 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 after.
- 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.
- Unless told otherwise, new sections flow from the previous, and do not start on a new page
- Appendices continue the pagination sequence of Arabic numbers to the last page numbered.

Tables, figures, boxes and lists in general
- Tables, figures and boxes are placed as close to their first mention in the text as practicable.
- Using a style for captions and cross-referencing the body text mention reduces the manual editing when you need to re-number captions and text mentions after deletion or insertion.
- Placing lists of tables, figures and boxes after the table of content is unnecessary in CERMES.

Tables
- Tables consist of 2 or more columns (not one column) of text or numbers set out in cells
- Use body text, or perhaps slightly smaller, font in tables to make them neat but not dense
- There need not be a line or styles space before or after text paragraphs in table cells
- Use right or left justification for numbers and text respectively as full justification is inappropriate if it causes uneven spaces, especially when used in narrow columns.
- Captions are placed above tables, but a table data source or citation is often placed below
- Table captions may also be placed in the top row of the table so that they remain with the remainder of the table, but this caption formatted row must not be part of the table header.
- Text in the table header row(s) can be **Bold** or plain ALL CAPS, with sub-headers as needs be.
- Columns of numbers should be decimal point or right aligned for ease of comparing values.
- Columns need not be the same width. Adjust column widths to make the table 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 borders for each cell are used if tables are so complex or compact that this layout improves clarity.
- Text can sometimes be wrapped around a table if it is less than page width and not centred. In such cases text wrapping is on one side only. Format options are in Table Properties.

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
- Use the same size and style of font for figures as the body text where feasible to match them
- Figure captions are placed below the figure in the same caption style as used for the tables.
- Using captions same as generated by Excel or SPSS on figures such as charts is redundant.
- Sources of figures should be placed under the caption, but not be a part of the caption.
- Use symbols, grey-scale shading and crisp patterns in charts and graphs to facilitate legibility in black and white. Avoid coloured graphics unless allowed for the particular publication.
- Use labels on charts and graphs, rather than rely on legends, to clearly identify data series.
- Charts are often prepared in Excel and pasted into documents as images, not linked to data.
- A publisher may request the Excel file with original charts and data to create suitable figures.

Boxes and lists
- A box should be inserted as a single table cell or a text box, not just body text with a border
- The decimal-numbered style caption of the box is placed inside the box at its top left side
- The source of information in the box should be placed at the end of the text, within the box
- Bulleted or numbered lists are often used for emphasis or economy of space in boxes
- The first level text 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.

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 and/or acknowledgements. Place these after the citation. Use the exact disclaimer text formulation provided by the funder.
- In some reports it may be useful to provide author or agency contact information.
- State the copyright or other intellectual property information close to the citation.
- Put a list of abbreviations/acronyms in any report where they are many, used frequently.
- A glossary can go at the front of the report, but a long glossary should be an appendix.
- Footnotes and endnotes should be avoided, but if used they are sequentially numbered using styled text. Use the facility in Word to do this automatically, maintaining style.

Literature cited or references
- Use the most current edition of the ***Chicago Manual of Style*** as your style guide.

- Chicago author-date style is approved for use by the Faculty of Science and Technology and supported by the Sidney Martin Library. As a student you gain free access to the Chicago Manual of Style via the UWI library online databases. Get instruction online from the library.
- Guidance on Chicago style is also available from various other websites. You can obtain Chicago style citations for publications in results found using Google Scholar searches. Bibliographic 'cite-as-you-write' reference management software includes the Chicago style.

Allowable exceptions
- Recognising that many CERMES documents are distributed electronically and rarely printed, these instructions allow for formatting exceptions to make better use of software options
- Allowable exceptions 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 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

Order of sections in most reports
- 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)

CTR 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 Maria Pena for format checking, cover, numbering and possibly for circulation to other faculty for more review and editing.
3. A fully reviewed, edited and formatted manuscript will then be converted to a CERMES Technical Report PDF and put on the CERMES website from which it can be downloaded.

Examples
- Visit the CERMES Technical Report web page for examples of acceptable publications.