

THE JOURNAL OF NAVIGATION

Instructions for Contributors¹

¹(Version 2012–3, dated July 2012)

The Journal of Navigation is an international journal publishing original work on the latest research developments and historical aspects of navigation on land, at sea and in the air; it also provides a forum for navigators, engineers and academics to raise more controversial topics for discussion.

1. **SUBMISSIONS.** The Editor encourages submissions to *The Journal* by e-mail (to editor@rin.org.uk) in Microsoft (MS) Word. Authors are responsible for ensuring that all manuscripts (whether original or revised) are accurately typed before final submission. Manuscripts may be returned to the author with a set of these instructions if they are submitted in a form substantially different to the style of *The Journal*.

1.1. *Length.* Articles intended for consideration in the ‘Main’ section of *The Journal* may be up to 6,000 words long. However, the ‘Forum’ section exists for the expression of opinion, and allows authors to submit material which might not be appropriate for full length papers but which contain ideas worthy of publication and discussion (up to 2,500 words).

1.2. *Figures.* All Figures should be supplied in an appropriate size and the specified file formats (see further details in Section 4 – Figures).

1.3. *Original, Unpublished Material.* Contributions are normally received on the understanding that they comprise original, unpublished material and are not being submitted for publication elsewhere. Corresponding authors will be asked to confirm this and to state whether earlier versions, even those in a less-developed or abbreviated form (e.g., conference proceedings, websites, magazines or other journals etc.) have been published. Such earlier versions will not necessarily preclude publication in *The Journal* but full details will be required. Translated material, which has not been published in English, will also be considered. Papers are peer-reviewed to ensure both accuracy and relevance, and amendments to the submission may thus be required before final acceptance. On acceptance, contributions are subject to editorial amendment, but authors will receive proofs for approval before publication.

2. **PRESENTATION OF MANUSCRIPTS.** Manuscripts should conform as closely as possible to *The Journal* style. International Standard Size A4 paper is preferred.

2.1. *Submission Format.* When submitting papers in MS Word (*The Journal’s* preferred medium) the following global settings should be applied:

- The spelling language should be set to English (UK).
- All acronyms, even those considered to be commonplace, should be decoded on first usage e.g., Global Navigation Satellite Systems (GNSS).
- Automatic numbering of paragraphs, Figures, Tables etc., should be switched OFF throughout the paper. Manual numbering (Arabic numerals) should be input instead.
- Automatic linking / hyperlinks within the paper should NOT be used.
- Font should be set to Times Roman 12. Bold font should NOT be used for headings.
- Formatting should be kept as simple as possible, with single line spacing and paragraph spacing (before and after) set to ‘0’. Indents should NOT be used.
- Text should be fully justified. Tables and Figures should be sequentially numbered from ‘1’ (e.g. Table 1, Table 2; Figure 1, Figure 2 etc.) and centre justified. Each Table caption should be placed above the Table and each Figure caption placed below the Figure.

- All Equations should be numbered sequentially from ‘1’. Equations should ideally be placed in a full-width 2-cell table with borders suppressed, with the mathematical expression centre-aligned within its cell and the Equation number right aligned within its cell (see example below – cell borders have been shown here for clarity).

$T = e^T Q_e^{-1} C_e (C_e^T Q_e^{-1} C_e)^{-1} C_e Q_e^{-1} e$	(1)
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2.2. *Layout of Papers.* The layout of papers should be as follows:

- *Title Block.* The title block should contain a short title (up to 40 characters including spaces), subtitle (if desired), authors’ names, affiliations and (only) the corresponding author’s e-mail address (this e-mail address is particularly important, as it will be used by the typesetters for forwarding proofs of papers accepted for publication). The respective affiliations of co-authors should be clearly indicated by superscript numbering.
- *Abstract.* A self-contained ‘Abstract’ of up to about 100 words should outline in a single paragraph the aims, scope and conclusions of the paper. See also notes below on the ‘Conclusions’ section.
- *Key Words.* A maximum of four ‘Key Words’ are permitted.
- *Main Text.* The main body of text should be suitably divided with numbered main paragraphs, with headings in capitals. Related, numbered sub-paragraphs may be used, for which headings (headings in italics, with first letter of each word capitalised) are optional but recommended. Paragraph / sub-paragraph numbering should follow the convention shown in the following example (e.g., 3., 3.1., 3.1.1. etc.).
- *Footnotes.* Footnotes may be used, but their use should be kept to the minimum.
- *Conclusions.* A concise, self-contained ‘Conclusions’ section should outline the outcome of the paper, its perceived benefits to the wider community and any intentions for further research. The Abstract and Conclusions are of major importance as many busy readers look at these two sections first, to see if the main paper is worth reading. It is thus essential that Abstract and Conclusions do the paper full justice.
- *Acknowledgements.* If appropriate, any acknowledgements may be included, but *The Journal of Navigation* should NOT be mentioned.
- *References.* The reference end-list should be in alphabetical order of family names of the first author of each reference (see further details at Section 3 – References).
- *Appendices.* Appendices (lettered A., B., etc.) may be used for supporting information which is not appropriate for inclusion in the main text (i.e., descriptive or explanatory passages, supporting equations or proofs etc., necessary as information but which might break up the flow of the main text). Figure, Table and Equation numbering in Appendices should start again from 1, but be prefixed by the Appendix letter (e.g. A1., A2., etc.).
- *Copies of Figures and Tables.* A copy of all Figures and Tables (with their captions) should ideally be added at the end of the submission, as this helps to speed up the typesetting process for papers selected for publication.

2.3. *Style of Writing.* Authors are urged to write as concisely as possible but not at the expense of clarity. Particular attention should be paid to the correct use of English vocabulary, punctuation and grammar.

2.4. *Units, Symbols and Abbreviations.* Units, symbols and abbreviations should conform to the recommendations contained in the Royal Society publication *Quantities, Units and Symbols* (1975).

3. REFERENCES. The preferred reference system in *The Journal of Navigation* is the Harvard style system. References are hyperlinked in the online version of the paper and so it is essential that they are formatted correctly, so that the hyperlinking may work properly.

3.1. *Reference Citations in the Text.* References should NOT be numbered. Reference citations in the text should give authors' names (no initials) and date e.g., (Kemp, 1998), or (Steele and White, 1996) or for more than two authors (Cole et al., 2007). Specific pages should be added only in the case of direct quotations, e.g., (Kemp, 1998. P.29). Where the context demands it, the name(s) may be moved out of the brackets e.g., "...Kemp (1999) states that...".

3.2. *Reference End List.* References should NOT be numbered. The reference end-list should be in alphabetical order of family names of the first named author of each reference. Full details should be included, even if the list of authors is extensive in any particular reference. The reference formats should conform to the current *Journal* style, as in the following examples:

- *Example for The Journal of Navigation.*
Rosenkrans, W. A. (1978). Aeronautical Charts. *The Journal of Navigation*, **31**, 39–51.
- *Example for Other Journals.*
Smart, W. M. (1946). On a Problem in Navigation. *Monthly Notices of the Royal Astronomical Society*, **106**, 124–127.
- *Example for Books.*
Skolnik, M. I. (1976). *Radar Systems*. McGraw-Hill, Inc.
- *Example for Websites or Website Access.*
Open Geospatial Consortium. (2011). *OGC Making Location Count*. <http://www.opengeospatial.org>. Accessed 12 January 2011.
- *Example for Proceedings.*
Helwig, A. W. S., Offermans, G. W. A. and van Willigen, D. (1996). Implementation and Testing of Eurofix in Standard Loran-C Receiver Technology. *Proceedings of the 25th Annual Technical Symposium of the International Loran Association*, San Diego, CA.
- *Other Publications.* Where there is doubt, include all bibliographical details.

4. FIGURES. All graphs, diagrams and other drawings should be referred to as 'Figures', which should be numbered with Arabic numerals, consecutively from '1'.

4.1. *Colour.* Any Figures supplied in colour will automatically be published in colour online, but will be printed (hard-copy) in black and white unless accompanied by specific instructions to be printed in colour. There is a charge for hard-copy colour printing (in 2013, the cost was UK£350 for one figure or UK£500 for multiple figures). This charge will be invoiced directly to the author. Authors are reminded that it is their responsibility to ensure that figures supplied in colour are still meaningful when printed in black and white.

4.2. *Size.* All Figures should be sized to final publication size (see the latest issue of *The Journal* for the page width) and ideally supplied in the recommended file formats. Following these guidelines will result in high-quality images being reproduced in both the print and the online versions of the journal. Recommended file formats are:

- *Line Artwork.* Format: tif or eps. Colour mode: black and white. Resolution: 1200 dpi.
- *Combination Artwork (Line/Tone).* Format: tif or eps. Colour mode: greyscale. Resolution: 800 dpi.
- *Colour or Black and White Halftone Artwork.* Format: tif. Colour mode: CMYK colour or grayscale. Resolution: 300 dpi.

4.3. *Further Guidance.* If contributors require any further guidance on creating suitable electronic Figures, please visit http://dx.sheridan.com/guidelines/digital_art.html. This contains extensive guidelines on preparing electronic Figures and also provides access to an online pre-flighting tool where Figures can be checked for reproduction suitability.

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6. **AUTHOR PRE-SUBMISSION CHECKLIST.** Authors may find the following checklist helpful:

- Have you told readers, at the outset, what they might gain by reading your paper?
- Have you used clear, concise, correct English vocabulary, punctuation and grammar?
- Have you made the aim of your work clear?
- Have you explained the significance of your contribution?
- Have you set your work in the appropriate context by giving sufficient background (including relevant references) to your work?
- Have you addressed the questions of novelty, practicality and usefulness?
- Have you identified future developments that may result from your work?
- Have you structured your paper in a clear and logical fashion?

7. **OPEN ACCESS.** Under the conditions detailed on the Journal's standard transfer of copyright form (http://journals.cambridge.org/images/fileUpload/documents/NAV_ctf.pdf), when an article is accepted, its authors are free to post their version of the accepted manuscript on a website or repository. As such, *The Journal* is compliant with the 'Open Access' mandates of the vast majority of academic institutions and funding sources.

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7.2. *Authors' Choice between Regular and Open Access Publication.* If a paper is selected for publication, at the acceptance for publication stage of the procedure, the corresponding author will be able to choose between 'Regular Publication' and publication under the 'Open Access' agreement. If authors wish their article to be published under an 'Open Access' agreement they will be sent an alternative 'Transfer of Copyright' form, which also includes an invoice request.

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