

The AERONAUTICAL JOURNAL

Instructions for authors

CORRESPONDING AUTHORS

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.

Prior to submission, manuscripts should be read critically by a third party who is familiar with the subject area and has a good grasp of the English language. Authors must also obtain permission where necessary to use any material in a paper which is copyright or the property of any other persons or entity, including their employers. Any fees incurred are the sole responsibility of the author(s). Copyright lies with the publisher on publication. The paper may also be published on the Internet. *The Aeronautical Journal* is marketed and sold internationally.

Figures

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.

STYLE GUIDELINES

Papers must be in English and should comply with the structural guidelines below and should preferably not exceed 10,000 words. The following is the recommended generic format:

Title: The title should be kept short and concise.

Authors' names and affiliations: Names should be presented in the order the authors want them to appear on the published paper. Each author's organisation to which they are associated should be included with accompanying address.

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.

Main Text

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.

Conclusions: This section should be very concise and bullet points are recommended for clarity. The degree to which the aims have been achieved should be portrayed clearly to the reader. Suggestions for future work or comments on work in progress are encouraged.

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.

Tables: Tables should have a number and a caption. Each table should be cited in numerical order in the text.

Technical Notes

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.

THE REFEREEING PROCESS

Two referees are used for a paper: one for a Technical Note and it is requested that authors suggest the names and addresses of three possible independent referees to review their papers although the Editor reserves the right not to use them. One copy of the manuscript is sent to each referee with a request for a thorough review. Hence, in some cases, delays may occur in finding a referee with suitable experience who is able to review the paper.

Once both referees have replied, their comments are sent to the authors who are invited to revise the paper as suggested. It is helpful if a list of those changes included by the author is provided.

Unless a paper has been accepted 'as is' by both referees, a revised manuscript will be sent once more to the referees. If the Editor feels, having considered the second reviews, that the authors have not responded adequately to the original reviews of the referees, then the paper may be rejected. Thus it is imperative that all comments are addressed properly by authors. A third referee may be approached if the Editor thinks this is appropriate. The Editor ultimately reserves the right to reject a paper on grounds of quality or lack of co-operation from authors.

Acceptance

Once a paper is accepted, the authors will be invited to send the approved version of the text on CD-ROM, floppy disk or by e-mail. The preferred text format is Microsoft Word. Please note that LATEX is NOT acceptable.

The positions of equations should be indicated in the text. Original figures should also be sent at this stage in electronic form.

Following acceptance

Approximately one month before publication, authors are sent page proofs for checking and should keep this in mind if likely to be away during this time. Authors are jointly entitled to 50 complimentary reprints of their paper (sent to the corresponding author), and may order any number of additional reprints at a price subject to quotation. These will be considerably cheaper if ordered to coincide with the original print run, and in any case will not be available if ordered later than two months after the cover date. The original manuscript, figures and disk will be returned at this time if requested.

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