

# Guidelines for authors

Papers will be considered for publication in *The Aeronautical Journal* if they meet the terms and conditions below. If these are not met, the Editor reserves the right to withdraw the paper without redress, which may be at any time up to publication.

## 1. Preparation of papers

### 1.1 General

For a paper to be considered, three clearly typed (double spaced) copies must be sent to the Editor with photocopies of figures (including any photographs) if not included within the printed text. Hand-written manuscripts are not acceptable. The accompanying letter must 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 authors.

### 1.2 Figures

All figures must be provided by the authors. Illustrations should be kept to a minimum and should, where appropriate, be produced to the same scale. A list of figures helps in the production of the paper.

### 1.3 Full paper format

Formal papers 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.

**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 *a* before *A*, and all English letters listed before Greek symbols. Subscripts and Superscripts should, where possible, be listed separately. SI units should be used throughout and are thus not required to be shown here.

## MAIN TEXT

**1. 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.

**2. Descriptive section:** This could be either description of apparatus if an experimental paper, or a discussion of the practical applications if a more theoretical paper.

**3. Theoretical section:** Equations should be numbered in the order given and referred to in the text by number as, for example, Equation (19). Complex groupings should not be included in text, but should be numbered as equations.

**4. Procedural section:** Describe the procedure which utilises that described in (2) above.

**5. Presentation and discussion of results:** Tables of results, numbered in order, should be referred to here, and should include only the main results. Errors should be considered an important part of any analysis.

**6. 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 clearly portrayed to the reader. Suggestions for future work or work in progress are encouraged.

**References:** References should be numbered sequentially in the text as they occur. For example, most commonly for papers<sup>(1)</sup> and reports<sup>(2)</sup>

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<sup>(3)</sup>

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.

**1.4 Technical Notes** These can be up to 2000 words in length and have no set form. They can be abstracts, comments upon unpublished papers, notes on interim results or a prompt for further research. They do not have to contain figures or nomenclature and may be in the form of a letter.

**1.5 Engineering Notes** These are a maximum of one page and may be used to communicate practical solutions to problems encountered on the shop floor or in the laboratory.

## 2. The refereeing process

### 2.1 Initial refereeing

Two referees are used for a paper: one for a Technical or Engineering Note. One copy of the manuscript is sent to each referee with a referee report form and a request that the referee reply within six weeks or suggest an alternative referee. Hence, in some cases, delays may occur in finding a referee with suitable experience who is willing to review the paper. Authors may, if they wish, provide a list of suitably qualified independent referees to aid this process.

### 2.2 Revising 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.

A paper will be rejected at this stage only if this is suggested by both referees. Authors are reminded that the process is confidential, and that only referees of the highest calibre are used.

### 2.3 Secondary refereeing

Unless a paper has been accepted "as is" by both referees, a revised manuscript will be sent once more to the referees, with another report form. If the Editor feels, having considered the second reviews, that the authors have not adequately responded to the original reviews of the referees, then the paper may be rejected. Thus it is imperative that all comments be 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 cooperation from authors.

### 2.4 Acceptance

Once a paper is accepted, the authors will be invited to send the latest version of the text on disk, without any structure (i.e. no codes — tabs, bold, italics, embedded figures, tables, equations etc).

The positions of equations should be indicated in the saved text. Original figures should also be sent at this stage, a set being required without annotation or borders as well as one with. For computer generated figures only those in 300 dpi TIFF format can be accepted.

The preferred format is an Ascii text file on a 3.5" disk, although a 5 1/4" disk is acceptable.

### 2.5 Following acceptance

About one month before the cover date, authors are sent galley 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, 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.

### Conditions of publication

Unless specifically attributed, no material in *The Aeronautical Journal* shall be taken to represent the opinion of the RAES and its Council.

