

File submission for review process

Authors are kindly asked to attach those files which are necessary for the peer-review process. Please find the best balance between good quality figures and submitted material, on the one hand, and overall file size on the other. Individual items (figures, audio records, video clips) should not exceed 5 MB, and the overall size of all submitted files together (manuscript, figures, supplements) should not exceed 15 MB.

Supplemental on-line material

The editors are happy to consider submitted supplemental materials on-line. Supplemental materials should be directly related to the article that they are connected with. They should be files that were used to create the research (e.g. data sets) or be additional pieces to the article that could not be included in the print version (e.g. audio/video material that is impossible to produce in a print form).

Supplemental files will be subjected to peer-review alongside the article. The files will be uploaded as supplied. The publisher does not provide technical support for the creation of supplemental material. It will not be checked for accuracy, copyedited, typeset or proofread. The responsibility for scientific accuracy and file functionality remains with the authors.

File formats

General: any standard MS Office format: (Word *.doc, *.docx), Excel (*.xls), PowerPoint (*.ppt, *.pptx) or Open Office format (*.odt or derivatives).

Graphics: *.gif, *.tif (or *.tiff), *.jpg (or *.jpeg), *.bmp.

Embedded graphics (i.e. a *.jpg, pasted into a Word file *.docx).

Audio: *.mp3, *.aac, *.wma.

Video: *.mov *.mpeg4, *.avi, *.wmv, *.flv.

Multimedia presentations: *.ppt or *.pptx.

Illustrations

All maps, diagrams, figures and graphs should be submitted in the form of completed artworks suitable for reproduction. They should be separate from the typescript (with a list of captions on a separate sheet), but their place in the text should be marked.

Line diagrams. No illustration (including caption) will be given more space than the text area of the journal page i.e. 204 mm x 156 mm. Figures should ideally be drawn to a reduction of one-third, i.e. 3:2 or 150:100 mm. Where possible, all figures should be drawn to the same reduction.

Drawings should be on a white background, e.g. kodatrace. All lines in a drawing should be of even weight. Do not use too fine a tint as this may result in a blotchy appearance after reduction. Lettering should be of graphic design standard, even weight and should follow the usual typographical style.

Photographs do not have to be of a constant reduction. The limitations as to size are the same as for line diagrams. Authors are kindly asked to send photographs in the resolution of 640 x 380 pixels (*.vga mode) or higher.

Video clips. All video clips should be created with commonly-used codecs, and the codec used should be noted in the supplementary material legend. Video files should be tested for playback before submission, preferably on computers not used for its creation, to check for any compatibility issues. Authors are kindly asked to send video clips in the resolution of 320 x 280 pixels or higher. The publisher will not host codec files, or be responsible for supporting video supplemental material where the codec used is non-standard.

Final file submission

The author's response, in case of 'minor' or 'major' revisions requested by the editor, should be submitted as a separate *.doc or *.pdf file. It should include a point-by-point response to the reviews and other relevant comments, and a list of all relevant changes made in the manuscript.

After the acceptance of a manuscript, the author will be informed by email and kindly asked to complete the file for the publication process. At this point they will be asked to submit the following files:

- the actual text followed by the table and figure caption(s) prepared as one file (as *.txt file or MS WORD format (*.doc file) or Open Document Files (*.odt);
- all figures, numbered e.g. f01, f02, ..., f11, f01a, f01b, and prepared as one *.zip or *.rar archive (or other compressed formats); possible figure formats are *.pdf, *.ps, *.jpg, *.tif, and *.gif.

Proofs

Authors will receive *.pdf file proofs for the correction of printer's errors only. The proofs will be emailed to the corresponding author along with instructions on final approval. Excessive changes made by the author in the proofs will not be approved. Proofs should be returned to the editor by email within seven days of receipt.