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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.

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General

Initial submissions must comprise a PDF, MS Word or LaTeX file including figures. These must be sent to the Editor either by email or posted disc. E-mail and postal addresses for submissions can be found at the bottom of this sheet. 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 author is invited to suggest three appropriate referees and a suitable Associate Editor to handle the submitted manuscript.

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.

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All figures must be provided by the author(s) and must be included with the initial manuscript. Hand drawings should be avoided. Drawings considered unsuitable for publication will be returned with a request for them to be resuppled 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 at least 150dpi. Figures and photos are accepted in the following formats: JPEG, TIFF and EPS.

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 they should appear on the published paper. Each author's organisation to which they are associated should be included with accompanying address, please note this will be published along with authors' email addresses.

Abstract: An abstract of around 150 words which summarises the paper and contains no references.

Nomenclature: A list of all symbols and abbreviations 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.

Introduction: Discuss the *raison d'être* of the work, including previous work by others and how the work presented aims to advance or complement this.

Equations: Equations must be numbered in brackets (...1). Each equation 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 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:

- 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.
- 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.

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

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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 tend to be reviewed and published more quickly than a full paper.

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

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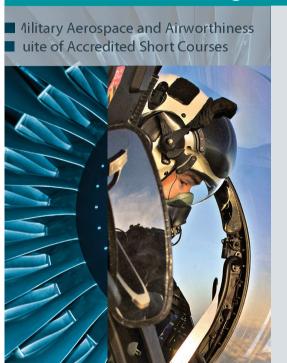
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