

Whittles Publishing

Author Guidelines

General note

The text should be clearly set out, with all headings and sections apparent whether by use of a numbering system or by use of different fonts and sizes. Please send manuscripts as an electronic file and as a hard copy in order to ensure that any special characters are transferred correctly.

Text

This should be provided as a Word document single-spaced in a font such as Times New Roman (12pt). A full A4 page would then contain approximately 400–420 words which equates to a little under one printed page. The first paragraph has no indent, subsequent paragraphs should be indented by three spaces.

If the text is divided into numbered sections (2.1, 2.1.1 etc.) it is recommended that the numbering does not go beyond the third level, i.e. 2.1.1.1 should not be used. If further division is required beyond the third level, it can be achieved by use of font and layout.

Figures should be noted in the text either by placement of the caption or by stating:

Fig. 3.2 here

in the appropriate place. It is not necessary to place illustrations in the text Word file.

Illustrations

All photographs, line drawings and other illustrations should be provided either as good quality originals or as separate tiff or jpeg files. The latter should be high resolution (minimum 300 dpi). Illustrations are usually greyscale, but colour originals can be converted to greyscale. If any attempt is made to enhance an image using Photoshop or a similar program, please ensure that you should send both the enhanced file and the original unaltered file.

The author should provide illustrations that are suitable for use in the book. Confirmation of copyright permissions is essential.

As a rule of thumb, each illustration can be equated to one half page or 250 words. Some may require more but this will be obvious from the subject matter. It is important that in addition to being high resolution, any electronic image is at least as big as the final size at which it will be used – in this case that means a width of approximately 130mm and a full-page height of roughly 240mm (this allows for some reduction which helps improve the image).

Internet images

Because most internet images are low resolution (commonly 72dpi), they are unsuitable for use in books. The likelihood is that they also require permission, unless it is stated specifically that the image is ‘copyright free’ or in the public domain. As a result we ask that you **do not use internet images**.

Figure captions

Please provide a separate list of figure captions (as a Word file) numbered sequentially. It is important that where required, permission to use an image is obtained and the appropriate acknowledgement included in the caption.

Permissions

If an illustration (or possibly a table) is taken directly from another source, it is likely that permission to use it will be required. In this case, the author should write to the copyright holder and/or publisher of the book or journal seeking permission to use the illustration. If a good quality original is not held, then a high-resolution version should be requested (and is often supplied electronically).

References

The Harvard System should be used for citation and referencing.

Examples of citation are:

.... definition of landslides (Cruden, 1991)....

.... as recognised by Dickau et al (1996)....

Please note: for electronic sources use of the URL within the body of the text is not usually acceptable. It should only be listed in the reference list.

All references should be in alphabetical order in one list. Examples of referencing are listed below:

Cruden, D. (1991) A simple definition of a landslide. *Bulletin of the International Association of Engineering Geology*, **43**, 27–9.

Cruden, D. M. and Varnes, D. J. (1996) Landslide types and processes. In A. K. Turner and R. L. Schuster (eds.) *Landslides: Investigation and Mitigation*, Transportation Research Board, Special Report 247, National Research Council, National Academy Press, Washington DC, 36–75.

Darnell, M.J. (2002) Opening the file drawer, *Bad Human Factors Designs* [Online]. Available at: <http://www.baddesigns.com/file.html> (Accessed: 6 April 2005).

Dikau, R., Brunsten, D., Schrott, L. and Ibsen, M.-L. (1996) *Landslide Recognition*. John Wiley and Sons, Chichester.

Harp, E. L. (1997) *Landslides and landslide hazards in Washington State due to February 5-9 1996 storm*. US Geological Survey Administrative Report.

Historic Houses Association. (2005) *Historic Houses Association*. [Online]. Available at: <http://www.hha.org.uk> (Accessed: 6 April 2005).

Hungr, O., Evans, S. G., Bovis, M. J. and Hutchinson, J.N. (2001) A review of the classification of landslides of flow type. *Environmental and Engineering Geoscience*, **3**, 221–38.

Hutchinson, J. N. (1988) General report: Morphological and geotechnical parameters of landslides in relation to geology and hydrogeology. In: C. Bonnard (ed.) *Landslides*. Balkema, Rotterdam, 3–35.

Orkerson, A. (1991) The electronic journal: what, whence and when? *Public Access Computer Systems Review*, 2 (1), pp. 23-24 EBSCO [Online]. Available at: <http://info.lib.uh.edu/pr/v2/n1/orkerson.2nl> (Accessed: 6 June 2002).