Guidelines for T&F Articles for Authors

1 Article title (<t>)

- Title case, light-face, centered [italic for special cases (variables, etc.)]; use initial caps for prepositions of more than four characters.
- No end period
- Acronyms/Abbreviations: Avoid in general

2 Author names and affiliations

line 1: 1st Given Name Surname
line 2: *dept. name of organization*
(of Affiliation)
line 3: *name of organization*
(of Affiliation)
line 4: City, Country
line 5: email address or ORCID

3. Abstract

a. Text of abstract in roman
b. Multiple paragraphs allowed
c. Structured abstracts allowed (alert author on change)
d. Do not allow reference citations in the abstract
e. Do Not Use Symbols, Special Characters, Footnotes, or Math in Paper Title or Abstract. (Abstract)

4. Keywords

a. Heading (coded as <kw>): One word/title case; lightface/italic; keywords head followed by /italic/lightface colon and a word space
b. Individual keywords: lowercase; roman; separated by commas; no end period
c. Alphabetical arrangement of individual keywords
d. Positioning: Keywords are placed after the abstract

Keywords: C**omponent, formatting, style, styling, insert (**key words**)**

5. BODY

Text

- Introduction is mandatory for regular research articles.

Section heads

- Numbering: All headings are unnumbered
- First-order heads: <h1>
  a) Title case; boldface; free standing, no end period

<div align="center"><H1>**Method**</div>

- Second-order heads:<h2>
  a) Flush left, Title case, bold

    <H2>Measures

- <mark>Third-order heads: <h3></mark>

6. Paragraphs

    e. All paragraphs set indented (under headings or otherwise)

7. Abbreviations and Units

    f. Define abbreviations and acronyms the first time they are used in the text,

    g. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined.

- Units: Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) English units may be used as secondary units (in parentheses). An exception would be the use of English units as identifiers in trade, such as "3.5-inch disk drive".

    h. •Avoid combining SI and CGS units.

    i. Do not mix complete spellings and abbreviations of units: "Wb/m2" or "webers per square meter", not "webers/m2". Spell out units when they appear in text: ". . . a few henries", not ". . . a few H".

    j. Identify applicable funding agency here. If none, delete this text box.

8. Figures and Tables

Figures

- Figure head title case
  - Place figures and tables at the top and bottom of columns. Avoid placing them in the middle of columns.
  - Use the abbreviation "Figure 1 in the text citation
  - Figure Labels: Use 8 point Times New Roman for Figure labels.
  - Halftone image: Provide **Clearly visible images/hi resolution images**
  - Provide **source** for figures

Figure 1: Example of a figure caption. (*figure caption*)

Source: Example of source

Tables

- Table head title case no bold, coloumn head title case, table column sub head sentence
- Sources must be provided for both figures and tables if they are reproduced/adapted/modified, etc., and permissions may be required.
- Use the "Table 1:", even at the beginning of a sentence in the text citation
- Provide **source** for Tables

    Table 1: Example of a figure caption. (*table caption*)

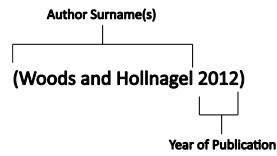   *Source:* Example of source

11. References- Chicago style

- Heading unnumbered; initial caps

Book-type/edited-book-type references

- *Authored book:* Woods, D. D. and E. Hollnagel. 2012. *Joint cognitive systems*. 3rd ed. Boca Raton: CRC Press.

Author(s)	Title	Place of Publication: Publisher

Woods, D. D., and E. Hollnagel. 2012. *Joint cognitive systems*. 3rd ed. Boca Raton: CRC Press.

Year of Publication	Edition
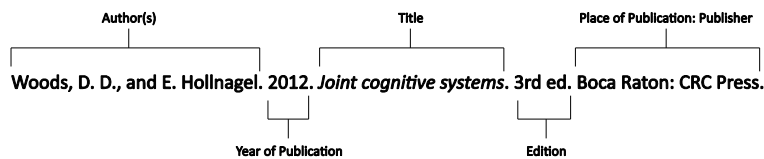
In text: (Woods and Hollnagel 2012)

```
            Author Surname(s)
    ┌──────────┴──────────┐
    (Woods and Hollnagel 2012)
                    └───┬───┘
                Year of Publication
```

- **_Chapter in multi authored book:_** Wiens, J. A. 2005. Avian community ecology: An iconoclastic view. In *Perspectives in ornithology*, ed. A. H. Brush, and G. A. Clark, 355–403. Cambridge: Cambridge Univ. Press.

Special note:

In case of more than six authors, first three are listed, followed by et al. In text, first author listed followed by et al.

Journal-type reference

Author last name, First name. "Article Title." *Journal Name* Volume, no. Issue (Month or Season Year): Page range. DOI or URL.

Pickard, Hanna. 2011. "What is Personality Disorder?" Philosophy, Psychiatry, & Psychology 18, no. 3 (September): 181–84. https://doi.org/10/1353/ppp.2011.0040.

In text: (Pickard 2011, 182)

For two authors

In text: (Pickard and Draft, 2011, 182).

Pickard, Hanna and Draft, Lengel. 2011. "What is Personality Disorder?" Philosophy, Psychiatry, & Psychology 18, no. 3 (September): 181–84. https://doi.org/10/1353/ppp.2011.0040.

For more than 2 authors

Akhtaruzzaman, M., Boubaker, S., and Sensoy, A. (2021). Financial contagion during COVID–19 crisis. Int. Financ. Res. Lett. 38(2):101604-101609.

(Salehzadeh et al., 2015)

In case of Electronic journal:

Testa, B. and L. B. Kier. 2013. Emergence and dissolvence in the self-organisation of complex systems. Entropy 2, no. 1: 1-25. http://www.mdpi.org/entropy/papers/e2010001.pdf.

Field Code Changed

Unpublished works

Example 1:

Schwartz, G. J. 2012. Multiwavelength analyses of classical carbon-oxygen novae. PhD diss., Arizona State Univ.

Example 2

O'Guinn, T. C. 2014. Touching greatness. Paper presented at the annual meeting of the American Psychological Association, New York.

Online Documents:

Adamic, L. A. and B. A. Huberman. 2006. The nature of markets in the World Wide Web. Working paper, Xerox Palo Alto Research Center. http://www.parc.xerox.com/istl/groups/iea/www/webmarkets.html (accessed March 12, 2014).

U.S. Census Bureau. 2013. Health insurance coverage status and type of coverage by sex, race, and Hispanic origin. Health Insurance Historical Table 1.

http://www.census.gov/hhes/hlthins/historic/hihisttl.html.

Other Important points to follow

Use the MSWord "Format" pull-down menu, select Text Box > Colors and Lines to choose No Fill and No Line.

Page size 6.7 x 9.5

Font- Times New Roman, 10 pts

Language: UK language with "S" spelling.