



Guide for authors

Original scientific articles and short research communications on animal diseases and parasites, especially in Africa, will be considered for publication in this journal. Such papers should be forwarded to The Editor, Onderstepoort Journal of Veterinary Research, Onderstepoort Veterinary Institute, Private Bag X05, Onderstepoort, 0110 South Africa.

Initially, two copies of the paper and figures should be submitted together with an electronic copy on CD-Rom or floppy disk. When the paper has been refereed and edited it will be returned for the necessary amendments. Please note that suggestions made by the editorial committee and referees may not be ignored; any objections must be discussed with or lodged in writing to the Editor.

A copy of the edited manuscript plus two copies of the final manuscript must be sent to the Editor. An electronic version must also be provided on CD-Rom or floppy disk—text and tables processed in Microsoft Word; graphs, maps and other vector line art in Microsoft Excel, CorelDraw, Freehand or Adobe Illustrator; and photographs in high-resolution JPEG/TIFF. Original figures (hard copies only) should be covered with an overlay and packed carefully to ensure that these arrive in perfect condition.

FORMAT

Manuscripts must be prepared in 1.5 or double spacing with a margin of at least 3 cm on the left and top of each page. The first line of every paragraph must be flush left (start at the left margin). All paragraphs must be blocked (justified) with an extra line space between them. A *sans serif* font, preferably Arial (Helvetica will also be acceptable), must be used.

All headings are flush left, as follows:

- Title : **Upper and lower case**
- Major headings : **CAPITALS**
- First-level subheadings : **Upper and lower case**
- Second-level subheadings : *Upper and lower case*
- Third-level subheadings : **CAPITALS**

All pages must be numbered.

Papers are to be submitted in good English. Non-native speakers are encouraged to make use of a linguist, native speaker or someone proficient in UK English.

Manuscripts that do not comply with the editorial requirements will be returned forthwith for amendment *before being considered by the editorial committee*.

SUBMISSION OF ARTICLES

The manuscript must be accompanied by a document signed by all the authors in which they state that they agree to the article being published and that each author has been involved in the procedures leading to the final draft of the article. It is assumed that the article in question has not been submitted for publication to any other journal and that it has not appeared previously in any

other publication whatsoever. In addition, it is accepted that articles, approved for publication, that have been edited by the editorial team of the *Onderstepoort Journal of Veterinary Research* and then returned to the author for ratification and correction of suggestions or changes made, if any, will be resubmitted to this Journal.

SCIENTIFIC PAPERS

The contents must be prepared in the following sequence: Title, name(s) of author(s), abstract, keywords and body text.

The title of a paper should, if possible, be short, but must contain sufficient information to indicate its contents accurately. In the abstract the text should convey the essential results concisely, preferably in not more than half a page (*ca.* 150 words).

The layout of the title and abstract should be as follows:

Single author

Prevalence of bovine trypanosomosis in Central Mozambique from 2002 to 2005

E.J.K. SPECHT

Laboratório Regional de Veterinária, P.O. Box 42, Chimoio, Mozambique

ABSTRACT

SPECHT, E.J.K. 2008. Distribution of bovine trypanosomosis in Central Mozambique from 2002 to 2005. *Onderstepoort Journal of Veterinary Research*, ...

Multiple authors

Can osteophagia provide giraffes with phosphorus and calcium?

I.P. BREDIN¹, J.D. SKINNER¹ and G. MITCHELL^{1, 2*}

In this case the authors' addresses must be given in a footnote on the first page:

* Author to whom correspondence is to be directed. E-mail: mitchg@uwyo.edu

¹ Veterinary Wildlife Unit, Faculty of Veterinary Science, Private Bag X04, University of Pretoria, Onderstepoort, 0110 South Africa

² Department of Zoology and Physiology, University of Wyoming, 1000 E University Avenue, Laramie, WY 82071, USA

In the majority of papers the text is normally presented under the following major headings:

- Introduction
- Materials and methods
- Results/Observations
- Discussion
- Acknowledgements
- References

INTRODUCTION

The introduction should be a motivation for the article. It should outline the problem and state the object of the research. Reference to previous work is admissible only if it relates directly to the present research. An extensive literature review is generally inappropriate.

MATERIALS AND METHODS

These should be described in sufficient detail to allow repetition of the work. Details of any statistical analyses employed must be included. A literature citation is adequate for methods fully described elsewhere.

RESULTS/OBSERVATIONS

The principal results should be given in the text with supporting evidence in tables (write "Table/s") or figures (write "Fig."). Data given in a table must not be repeated in a figure or vice versa. Tables and figures must be numbered in the order in which they are cited in the text. Use Arabic numerals for tables and figures.

DISCUSSION

The results obtained must be interpreted in relation to existing knowledge. It is sometimes desirable to combine the results and discussion under the heading RESULTS AND DISCUSSION.

ACKNOWLEDGEMENTS

This is optional and should be concise, e.g. "I thank Mr S.W. Smith for ...".

REFERENCES

These must be checked meticulously to ensure that all references in the text are listed at the end of the paper, and that all

references in the list are quoted in the paper. Make sure that the spelling of names and the dates in the text are identical to those in the reference list.

Citations in the text

References

These must be arranged chronologically (Smith 1965; Brown 1977; Cox 2006), but references from the same year must be listed alphabetically (Brown 1965; Cox 1965; Smith 1965).

One author

When an author's name and the year of publication do not form part of a sentence, these are given in parentheses and are separated by a single space only (please note—no comma), e.g. (Taylor 1931). However, an author's name, and sometimes the year of publication, may form part of a sentence. For example, "Taylor (1931) showed that..." or "In 1931 Taylor published...".

Two authors

Both names are quoted, linked by an ampersand (Paton & Barnett 2005).

More than two authors

All authors' names are quoted the first time the reference is mentioned. Thereafter the name of the first author is given followed by *et al.*, typed in italics, e.g. Viscarra, Bleich & McLeod (2005); Viscarra *et al.* (2005).

Multiple papers

When several papers published in the same year by the same author, or with the same senior author, are cited, these must be distinguished by the suffixes a, b, c, etc., inserted after the year of publication.

Papers "in press"

Papers should not be cited as being "in press" before they have actually gone to press. Then the words "in press" should be inserted in the text instead of the year of publication.

Citations from other publications

When an unseen paper has been quoted from another publication, only the latter should be included in the reference list. Refer to the unseen paper only in the text, e.g. "Martins (1947, cited by Shepstone 1950) found that ...". In this example, only Shepstone (1950) is included in the reference list.

Citations should be restricted to the minimum and only used when original articles/publications are unobtainable.

Personal communications

Provided permission has been received from the person(s) concerned, these communications may be included in the text, but not in the reference list, e.g. "Joan B. Smith (personal communication 1966) found that..." or "... (Joan B. Smith, personal communication 1966)". This type of reference should be restricted to the minimum.

Unpublished data

Permission to refer to any unpublished data received from other people must be obtained in writing and a copy included when the article is submitted for publishing. The observer(s) can then be included in the text but NOT in the reference list, e.g.: "W. Lako

(unpublished data 2006) found that..." or "...(W. Lako, unpublished data 2006)". Mention of such data should preferably be avoided.

Reference list

References must be set out according to the Harvard reference method. Components that are essential for compiling a reference list are the following (in this order):

Books	Periodical articles
<ul style="list-style-type: none"> • Author/editor/compiler • Year of publication • Title of chapter (if appropriate) • Title of book (<i>italics</i>) • Edition and/or editor • Place of publication • Publisher • Series (optional, in parentheses) 	<ul style="list-style-type: none"> • Author • Year of publication • Title of article • Title of periodical (<i>italics</i>) • Volume • Number (if each volume is paginated separately) • Pagination

References are listed alphabetically by the name of the first author and set out in the following style:

BANNAI, H., SAKURAI, T., INOUE, N., SUGIMOTO, C. & IGARASHI, I. 2003. Cloning and expression of mitochondrial heat shock protein 70 of *Trypanosoma congolense* and potential use as a diagnostic antigen. *Clinical and Diagnostic Laboratory Immunology*, 10:926–933.

GRAB, D.J., LONSDALE-ECCLES, J. & INOUE, N. 2005. LAMP for tadpoles. *Nature Methods*, 2:635

Authors

When several publications by the same author, or having the same senior author, are included, they must be listed chronologically. If two or more papers having the same author are published in the same year, the letters a, b, c, etc. should be added after the year.

Editors

When the name given is that of the editor, not the author, insert "(Ed.)" between the name and the date of publication. If there is more than one editor, use the abbreviation "(Eds)", e.g.:

CODAGEN, J.I.G. (Ed.) 1979. *Organophosphorus reagents in organic synthesis*. London: Academic Press.

GIBSON, D.I, JONES, A. & BRAY, R.A. (Eds). 2002. *Keys to the trematoda*. Vol. 1. London: CABI Publishing and the Natural History Museum.

Titles of journals, volume numbers and page numbers

The title of a periodical must be given in full and italicised. When sections of a periodical appear either as supplements or parts which are paginated separately, indicate this immediately after the volume number, e.g. *Journal of Zoology*, 4, Supplement 1:1–10.

Use Arabic numerals to indicate the volume number, e.g. *Experimental Parasitology*, 3:4–11.

When the reference consists of a single page only, insert a colon before the page number, e.g. *Experimental Parasitology*, 3:12.

When a paper has been accepted for publication, but has not been printed yet, insert the name of the journal in italics, followed by "in press". If possible, insert the correct volume and page numbers when you receive your proofs.

Titles of articles

These must be copied exactly, taking special care with the spelling, accents, diacritic marks and the use of italics for scientific names, e.g. Pferd (in German nouns begin with a capital letter), vétérinaire, São Paulo and *Canis familiaris*. Note that titles of articles are not underlined, italicised or placed in quotation marks.

Text books

Titles must be italicised. Note that in book titles capital initial letters are used for the first word and proper names only. Use the abbreviation "ed." for edition and only an Arabic numeral to indicate the volume(s) cited. No page numbers are given. List text books as follows:

KELLERMAN, T.S., COETZER, J.A.W., NAUDÉ, T.W. & BOTHA, C.J. 2005. *Plant poisonings and mycotoxicoses of livestock in Southern Africa*, 2nd ed. Cape Town: Oxford University Press.

WALKER, JANE B., KEIRANS, J.E. & HORAK, I.G. 2000. *The genus Rhipicephalus (Acari, Ixodidae): a guide to the brown ticks of the world*. Cambridge: Cambridge University Press.

When the reference includes both authors and editors, include the phrase "edited by" after the title of the book, e.g.:

DE VOS, V. & TURNBULL, P.C.B. 2004. Anthrax, in *Infectious diseases of livestock, with special reference to Southern Africa*, 2nd ed., edited by J.A.W. Coetzer & R.C. Tustin. Cape Town: Oxford University Press Southern Africa.

Abstracts

When only an abstract of an article has been seen, indicate this as follows:

VAN BEKKUM, J.G. 1959. Observations on the carrier state of cattle exposed to foot-and-mouth disease virus. *Tijdschrift voor Diergeneeskunde*, 84:1159–1164 (Abstract, *Veterinary Bulletin*, 30:67).

Articles/chapters appearing in text books

These should be given as follows:

OIE 2000. Anthrax, in *Manual of standards for diagnostic tests and vaccines*. Paris: Office International des Épizooties.

Individual articles appearing in the proceedings of periodic international conferences

These should, if possible, include the serial number of the conference, its venue and the year in which it was held, as well as the pagination, e.g.:

POLSON, D.D., DIAL, G. & MARSH, W. 1990. A biological and financial characterisation of nonproductive days. *Proceedings of the 13th International Pig Veterinary Society Congress, Lausanne*: 372.

Extracts from annual reports

All extracts should include the year to which the report refers. This is not always the same as the year of publication, e.g.:

LEWIS, E.A. 1949. Heartwater. *Report of the Department of Veterinary Services, Kenya, for 1947: 51.*

Theses

These are listed as follows:

ATANÁSIO, A. 2000. Helminths, protozoa, heartwater and the effect of gastro-intestinal nematodes on the productivity of goats of the family sector in Mozambique. Ph.D. thesis, Medical University of Southern Africa.

Pamphlets

Give the name(s) of the author(s), year and title of the article, followed by the name of the institute, organisation or society, and the country. If the source forms part of a series, this information is enclosed in parentheses, placed at the end of the description. The number ("no.") is preceded by a comma, e.g.:

KLESSER, PATRICIA J. 1965. *Groundnut variety trials of resistance to virus diseases.* [Pretoria]: Department of Agricultural Technical Services, Republic of South Africa (Technical Communication, no. 42).

Publications in which no individuals are named as either authors or editors

Give the name of the organisation issuing the publication in place of that of the author or editor, followed by the date, title and place of publication and finally the publisher, e.g.:

FAO, WHO or OIE 1969. *Animal health yearbook for 1968.* Rome: Food and Agricultural Organization of the United Nations.

Web pages

These are treated as authors or editors. The reference to the website, and not the specific page, is inserted in place of the journal or book. Note that it should not be underlined or italicised, e.g.:

RUSHTON, J., VISCARRA, R.E., BLEICH, E.G. & McLEOD, A. 2005. Impact of avian influenza outbreaks in the poultry sectors of five South East Asian countries (Cambodia, Indonesia, Lao PDR, Thailand, Vietnam).
<http://www.hewsworld.org/>

VAN DER LAND, J. (Ed.) 1999. European register of marine species. Pentastomida: a brief checklist.
<http://www.ermis.biol.soton.ac.uk>

RESEARCH COMMUNICATIONS

These are intended for the publication of smaller items of interest, e.g. a description of a new or modified technique or an unusual record of a parasite. Research communications must include an abstract and be concise (not more than two printed pages or approximately five double-spaced typed pages). These need not be subdivided into sections.

GENERAL INFORMATION

Tables

Note: Duplication in the text of information given in tables or figures must be avoided.

Each table must be printed on a separate sheet with a brief heading containing sufficient information to enable the reader to understand the table without consulting the text, e.g.:

TABLE 1 Persistence of IFA test antibody in cattle after withdrawal from exposure to ticks

Additional information should be given as footnotes, indicated by alphabetical superscripts in the heading and body of the table. All column headings should be typed flush left (left to column margins), but keep column alignment, where appropriate, according to decimals, dashes, symbols or units, e.g.:

Sheep	Phase 1	Phase 2	Phase 3
A	1.41 (0.29)	3.31 (0.47) ^a	3.28 (1.51)
B	1.67 (0.49)	3.96 (0.75)	4.20 (0.61) ^b
C	1.70 (0.73)	4.33 (0.82) ^a	4.13 (0.38)
D	2.08 (0.39)	5.06 (0.48)	5.16 (0.41) ^b

Reference to tables in the text must be written as follows: Table 1; (Table 1); Tables 2 and 3, but Tables 2–5. Indicate the approximate position in the text where tables should be inserted as follows:

Please insert Table 1 near here

Figures

All illustrations are referred to as figures (abbreviated as "Fig."). These should be arranged to fit across one or both columns of the printed portion of an A4 page. The measurements of a single column are 80 mm by 230 mm while those of two columns are 165 mm by 230 mm. Therefore, maximum width for portrait is 165 mm and 230 mm for landscape. Several figures can be put together to form a composite plate in which each individual illustration is numbered; in such cases the plate itself is not numbered. Alternatively, if a plate is made up of a closely related series of small figures, the plate can be numbered and the individual illustrations in it designated A, B, etc.

Captions for the figures must be typed separately from the text and should contain sufficient information to enable the reader to understand the figures without reference to the text. Note that "FIG." is typed in capitals in the captions.

Reference to figures in the text should be as follows: Fig. 1; Fig. 2 and 3; Fig. 3A, B and C; (Fig. 4). Their approximate positions in the text are indicated below. Figures created electronically (with computer software) should NEVER be imported or pasted into the text but submitted as separate EPS or TIFF files.

Please insert Fig. 1 near here

When preparing and labelling the figures, please allow for reduction or cropping that may be necessary when printed. Photographs are labelled with printed labels, stencils or dry transfer letters. Alternatively, indicate the lettering on a photocopy of the figure and forward this with the original figure to the editor. Figures submitted on disk should be accompanied by a diagram indicating the placement of the figures in a plate, e.g.:

Fig.1A_Author.tif	Fig.1B_Author.tif
Fig.1C_Author.tif	Fig.1D_Author.tif

FIG. 1 Author

Photographs

Note: When printed, an image originated at a high resolution contains more, and therefore smaller, pixels than an image with a low resolution. High-resolution images can reproduce greater detail and subtler colour transitions than low-resolution images because of the density of the pixels in the images.

A lower-quality image cannot be improved by printing it at a high resolution. Changing the print resolution of an image simply makes each pixel larger, which results in pixelation—output with large, coarse-looking pixels.

Photographs may be submitted electronically in high-resolution format, i.e. JPEG with highest quality setting from digital camera or in an uncompressed TIFF file format when scanned—scanning should be done with the minimum output resolution of 300 dpi (600 dpi or higher is preferred).

In order to produce a high-quality publication, no bitmap (*.bmp) or GIF (*.gif) files will be accepted.

Photos may also be submitted as glossy prints. Each photo or plate must be labelled at the back with the figure number and the author's name. Insert the word "top" on the upper margin. Label with care so that the photo is not dented. The individual photos making up a composite plate should be of equal contrast, as a combination of light and dark images will not reproduce well.

Reproduction of colour photos is expensive, therefore these will not be accepted for publication in the Journal unless they are essential for illustrating the particular points shown and are of the highest possible quality. Colour prints must not be mounted. Figures in colour will be accepted only when accompanied by a signed agreement from the author to cover the full cost of publication. The current cost to publish an illustration in colour or a colour photograph is R2 500.

Graphs, histograms and line art

Line art must be drafted neatly onto a clear white surface. The original figure or a good photomechanical transfer or an electronic image (original scanned at a resolution of 600–1 200 dpi) plus one photostat (for the editor) must be included. Graphs and histograms originated on computer must be in the file format that they were created in, e.g. *.xls if created in Microsoft Excel, *.cdr for CorelDraw. Illustrations inserted/pasted into Microsoft Word will therefore NOT be accepted. Alternatively line art must be saved as an uncompressed TIFF or EPS file.

Photostats are not acceptable for high-resolution printing.

Use of italics

Words to be italicised must preferably be typed in italics. If this is not possible, then underline the necessary words. Italics are used for:

- The names of genera, subgenera, species and subspecies of animals, plants and bacteria in titles, major headings first-level subheadings and the text, but NOT in second-level subheadings.

- Generic names of viruses.
- The titles of books and journals in the reference list.
- Foreign words and phrases (e.g. *in situ*; *in vitro*; *per os*; *ad libitum*; *per capita*).

The following are **not** italicised:

- The names of phyla, classes, orders and families of animals, plants and bacteria.
- When italicised words (e.g. generic, subgeneric, specific and subspecific names of animals, plants and bacteria, and the generic names of viruses) are used in second-level subheadings, then these must be typed in regular font.
- Foreign words and phrases that have passed into common use, e.g. *post mortem*, *vice versa*.
- The title of an unpublished work.

Use of capital letters

Words referring to a specific subject, date or animal should commence with a capital letter, e.g. Table 1, Day 2, Group 4, Bull 3, etc.

Biological nomenclature

A taxonomic article must be in accordance with the relevant rules in the appropriate International Codes of Nomenclature. For animals the website <http://www.iczn.org/> can be visited, for bacteria <http://www.dsmz.de/> and for plants <http://www.bgbm.fu-berlin.de/>. The rules governing viral nomenclature are available at the website <http://www.ncbi.nlm.nih.gov/>. Alternatively, one can seek the advice of a professional taxonomist, or a member of the editorial committee, or consult printed references.

The following brief notes on nomenclature are intended for general guidance only:

Animals, bacteria and plants

The codes governing the nomenclature of organisms in these three groups have many basic rules in common, but differ somewhat in detail. In all these groups the name of a species is binominal, i.e. it consists of a generic name, which begins with a capital letter, followed by the specific name which is peculiar to the organism concerned and (except in a few special cases governed by the Bacteria and Botanical Codes) begins with a small letter, e.g. *Bos taurus*. In some cases the generic and specific names may be followed by a subspecific name and, in Botany only, by a variety name. All these names are printed in italics.

The first time an organism is mentioned in the text, its generic and specific names must be given in full, e.g. *Babesia bigemina*. When it is mentioned again, its generic name is abbreviated to the initial letter, e.g. *B. bigemina*. When the name is at the beginning of a sentence, it must be written in full, e.g.:

Babesia canis causes canine babesiosis and is transmitted through the bite of a tick.

Canine babesiosis is caused by *B. canis* which is transmitted through the bite of a tick.

If the generic names of two organisms mentioned in the text have the same initial letters, and in addition these organisms have the same specific name, their generic names must always be written in full, e.g. *Taenia ovis* and *Trichuris ovis*.

In a taxonomic article, in addition to the full scientific name of each organism mentioned, the authors(s) (authorities) must be

given the first time it is cited. The date on which the original description of the organism is published is often, but not always, given. The rules governing the ways in which authors and dates are quoted differ somewhat in the three International Codes of Nomenclature:

- For a zoological organism, the generic and specific (and, where necessary, subspecific) names are followed by the names of the authors, then—should one wish to cite the date—by a comma and the date, e.g. *Babesia bigemina* Smith & Kilbourne, 1893.
- With bacteria there is no comma between the names of the author(s) and the date, e.g. *Pasteurella haemolytica* Newsom & Cross 1932.
- In the case of plants, the author's name is often abbreviated, e.g. *Grewia robusta* Harv. The names of authors and dates must not be enclosed in parentheses or brackets at whim. Such punctuation marks have precise meanings in taxonomic literature, as do words such as *in*, *ex* and *sensu* when these are used in conjunction with the names of organisms. Please refer to the appropriate Code for further details.

In the zoological, bacteriological and botanical kingdoms, the names of taxa above the rank of genus, i.e. phyla, classes, orders and families, and their subdivisions, are not italicised. These names begin with capital letters when they are used scientifically, i.e. "Mammals", but with lower case letters in common usage, e.g. "mammals".

Viruses

The nomenclature of viruses is unique in some respects. Family names are printed in italics and all begin with a capital letter and end with the suffix "-viridae", e.g. *Picornaviridae*. Generic names, which also start with a capital letter, end with the suffix "-virus" and are printed in italics, e.g. *Orbivirus*. Viral nomenclature is not binominal, and latinised specific names are not used. A species epithet often consists of a single word, e.g. reovirus, rotavirus.

An epithet derived from the name of a disease, however, is written as two or more words, e.g. bluetongue virus, foot-and-mouth virus, and it may be combined with letters, e.g. influenza types A and B virus. An epithet derived from a place name begins with a capital letter and is also written as two or more words, e.g. Bunyamwera virus, Nairobi sheep disease virus.

Geographic names

The initial letters of geographic names are capitalised, e.g. South Africa, but use southern Africa, south-western Free State, eastern Gauteng.

Units of measurement

Use metric units (S.I., *Système International d'unités*) throughout. Exceptions are *l* (litre) and *ml* (millilitre) which are non-S.I. units accepted for general use. The symbol is the same for both singular and plural forms. A space must follow the value of the unit of measurement, e.g. 10 μ l, 23°C, 15 ha.

Use a space as thousands separator (e.g. 10 000) and a decimal point, not a decimal comma (e.g. 50.75% or 1.5 sheep).

<i>Time</i>	Spell out week, month, year and day but use s (seconds), min (minutes), h (hour)
<i>Distance and area</i>	μ m, mm, cm, m, km, ha, etc.
<i>Mass</i>	μ g, g, etc.
<i>Volume</i>	μ l, ml, l, etc.
<i>Temperature</i>	°C

<i>Geographical coordinates</i>	(34°03' S, 20°30' E)
<i>Percentage</i>	%

Dates

Dates in the text should preferably be written as 31 January 2002. Nevertheless, to avoid possible repetition of the months in long lists of dates, the following style can be used: 2002.01.31.

In tables and along the X-axis of graphs the months should be abbreviated to the first three letters, e.g. Mar., Oct..

Abbreviations

Abbreviations, e.g. CSF (cerebrospinal fluid) and acronyms should be used only if they have to be repeated frequently. They must be defined when mentioned for the first time, both in the abstract and in the text.

Numerals

Numbers from one to ten must be written as words and not as numerals. Numerals must be used for numbers above ten, except in the titles of papers and at the beginning of sentences, in which case the number and unit must be written as words, e.g. "Ten kilometre", "One millilitre" and "Fifty-five per cent". Leave a space between the numeral and unit, e.g. 5 m (not 5m); 5 % (not 5%); 10 °C (not 10°C).

Trade names

Chemical compounds

Use the international non-proprietary name for pharmaceuticals, as determined by the World Health Organization (WHO), and the common name for pesticides, as determined by the International Organization for Standardization (ISO). The first time such a name is mentioned in the text, give its South African trade name (in quotation marks and starting with a capital letter), followed by the name of the manufacturer or seller in parentheses.

The full chemical name should be used only when no non-proprietary or common name has been given to a compound.

Equipment

When referring to equipment by a trade name, give the name of the manufacturer immediately after the trade name.

Copyright

Copyright law requires that you obtain written permission from the copyright holder to reproduce published material. If the author is not the copyright holder, it is courteous to request the author's permission also. The source of any material must be acknowledged in the paper and, where appropriate, the full reference must be included in the list of references.

Proofs

Final page proofs (in Acrobat PDF) are submitted via e-mail to the corresponding author who should read and correct these meticulously—according to the originally accepted manuscript, using the appropriate symbols in blue ink. Proofs, together with the signed form of approval, should be returned within four working days.

No author's corrections or content changes will be accommodated at this stage because these may have an influence on the page layout and, therefore, escalate printing costs. Particular attention should be paid to illustrations since these will have

been reworked/processed by graphic artists to comply with the uniform style of the Journal. Proofs that are returned late will only be published in the following edition.

Aids to writing

Spelling

OXFORD DICTIONARIES 2006. *The concise Oxford dictionary*, 11th ed. Great Britain: Oxford University Press.

SUMMERS, DELLA (Ed.) 2000. *Longman dictionary of contemporary English*, 3rd ed. Harlow: Longman.

English usage

BURCHFIELD, R.W. 2004. *Fowler's modern English usage*, 3rd rev. ed. Great Britain: Oxford University Press.

CHRIST, G.E. (Ed.) 1978. *The Nuttall dictionary of English synonyms and antonyms*, new ed. London: Frederick Warne.

DAVIDSON, G.W. 2004. *Roget's thesaurus of English words and phrases: 150th anniversary edition*. London: Penguin Reference Library.

FERGUSON, R. 1992. *Penguin dictionary of English Synonyms and antonyms*, rev. ed. London: Penguin Books.