



The Journal of The Institute of Telecommunications Professionals

GUIDANCE NOTES FOR AUTHORS

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1 General

1.1 Object of notes

These notes are intended to help authors in the preparation of draft articles for publication in *The Journal of The Institute of Telecommunications Professionals* (ITP), known here as *The Journal*. This will:

- (a) assist in securing uniformity of presentation
- (b) assist *The Journal's* editorial team in progressing the draft article through to successful publication
- (c) help to ensure that the authors' wishes are easily and correctly interpreted.

1.2 What is The Journal?

The Journal is an essential record by which Members of the ITP and others can keep abreast of various items of interest in communications and related fields. *The Journal* is published quarterly; the editions are January-March, April-June, July-September, and October-December. *The Journal* is mailed directly to Members of the ITP, however members may elect to receive *The Journal* electronically. In addition, *The Journal* is subscribed to by many organisations across the industry worldwide, including universities, colleges, institutions, libraries, Government Departments, manufacturers, telecommunications operators, consultants etc. Circulation is approximately 13,500.

Prior to September 2007, The Institute of Telecommunications Professionals was The Communications Network. Prior to May 2002, it was the Institution of British Telecommunications Engineers (IBTE). Prior to April 2001, membership of the IBTE (established 1982), and its predecessor The Institution of Post Office Electrical Engineers (IPOEE) (established 1906) was limited to employees of the sole/incumbent operator (Post Office/BT), or Members leaving the Post Office/BT who elected to retain their membership. In April 2001, membership was opened to anybody with an interest in communications. *The Journal* was formerly known as *The Post Office Electrical Engineers' Journal*, *British Telecommunications Engineering*, and *The Journal of The Institution of British Telecommunications Engineers*.

The Journal is a prime product through which the ITP delivers its aims and objectives (see www.theitp.org for more information). The ITP encourages and supports the personal development of people working in the telecommunications business. Through its publications, lectures and other services, the ITP helps its Members to understand developments within the telecommunications and related industries, to develop their professional skills, and to build their network of contacts. Membership of the ITP is open to anyone with an interest in communications and requires no academic qualification, organisation status or experience. Thus the ITP provides a unique opportunity for its Members to learn about and discuss communications industry issues in an open, informal and non-hierarchical environment. Members of the ITP come from a wide range of disciplines, job functions and levels, including 'technical' and 'non-technical'.

Professional articles on all aspects of communications, including technical topics and wider business and management issues are welcome. Articles should not be too specialised or very technical, as the readership comes from a wide range of professions. Within the context of the ITP "*communications*" encompasses not just telecommunications but also broadcasting, ICT etc.

Broad categories for potential articles in *The Journal* include:

- Customer needs and requirements
- Market opportunities and developments
- Social / Cultural implications for IT / telecoms
- Economic and investment management
- Industry structure and regulation
- Service management and performance issues
- Network management and performance issues
- Operational management
- Technology innovation, developments and implementation
- Strategic and Business Management issues
- History and Futures

The Journal provides an ideal opportunity to communicate 'hot topics' and key developments to a wide audience. Members of the ITP and others who subscribe to *The Journal* are of course eager to learn more

about the industry in which they work and so will be keen readers of *The Journal*. **Articles should support the ITP's aim of providing learning opportunities for its Members and therefore should not be a sales pitch or be of an overtly commercial nature.**

The Journal's Mission

'To support the mission of The Institute of Telecommunications Professionals by producing *The Journal* and associated publications which encourage the understanding and advancement of the communications industry by promoting the education and professionalism of its readership.'

The Journal's Vision

'To be the top journal of its type in Europe, which is widely recognised as being:

- essential reading;
- relevant, meeting customer needs;
- interesting, attractive, readable, stimulating, motivating, visible;
- professional, respected, authoritative;
- the flagship publication of ***The Institute of Telecommunications Professionals***'

1.3 Journal awards scheme

Authors will be interested to know that the Board of Editors operates an annual scheme whereby awards are presented to authors of articles that in the opinion of the Board are of an exceptional quality.

2 Submission of articles

2.1 Who can submit an article?

Anyone, whether a member of the ITP or not, anywhere in the world, is free to submit a draft article for *The Journal* by sending it directly via e-mail to the Editorial Sourcing Manager. *The Journal's* Editorial Board encourages as wide a range of authors (from different companies, universities, countries etc.) of articles as possible. Potential authors may also contact the Editorial Sourcing Manager at any time via e-mail or telephone to discuss potential draft articles and suitable timetables for submissions.

2.2 Timetable for publication

Articles for publication in *The Journal* must be incorporated into *The Journal's* editorial plan. A deadline for the availability of a draft article should be agreed with the Editorial Sourcing Manager to meet *The Journal's* editorial approval and production timescales.

Whilst in general articles will be planned for specific issues of *The Journal*, it may not always be possible to include every article. The editors require flexibility in building each edition. Articles may therefore be carried forward.

2.3 Authority for publication, IPR and copyright issues

Authors are wholly responsible for the content of their articles.

Authors will retain copyright of articles, but must give permission to ITP UK Ltd. to publish the articles at any time and in any form (web or paper based). Authors must also ensure that they obtain permission for the reproduction of any material covered by copyright.

Authors are responsible for ensuring that their articles are authorised for publication in *The Journal* by their respective companies/organisations (if appropriate).

2.4 Length of articles

As a rough guide only, articles in *The Journal* generally comprise some 3500-6000 words. This is not a strict rule as articles can be longer or shorter. For very long articles, consideration should be given to splitting the article into self-contained parts.

2.5 Publishing process

2.5.1 Article Outline

Before committing significant effort to preparing articles, authors should prepare an outline of their proposed article and forward this to the Editorial Sourcing Manager.

2.5.2 Submission of draft articles

The final draft article should be submitted to the Editorial Sourcing Manager electronically as a Microsoft Word document attachment in an e-mail. Line illustrations can be supplied in Microsoft PowerPoint separately if needed. All photographs should be supplied electronically as separate TIF or JPG files. Electronic photographs must be high resolution: equivalent to 300 pixels per inch at the finished size (generally 60 or 130 mm wide, 22mm wide for an author's biographical photograph).

2.5.3 Article approval process

All articles must be reviewed by *The Journal's* Editorial Board before publication can take place. This process is managed by the Editorial Sourcing Manager. Authors will be informed of the outcome of this process within a short time, and may be then requested to make some revisions to their draft articles, before it can proceed to the publishing stage.

2.5.4 Articles managed by a Theme Editor

The sourcing and preparation of some articles are managed as a coherent set by a guest Theme Editor under separate guidelines. In this case the Theme Editor will work with his authors to ensure delivery of these "theme articles" to the Editorial Sourcing Manager according to an agreed time-scale for that issue of *The Journal*. The standard approval process through the Editorial Board will then follow.

2.5.5 Final article

Once a draft article is approved by the Editorial Board for publication it will be forwarded to the Managing Editor by the Editorial Sourcing Manager for the final editing process prior to publication. Annex 1 gives more details on how the detailed text for articles should be prepared and on the final article production process. It also contains a check-list of all the components of the article that are required.

Preparation and finalisation of draft articles

1 Arrangement of material for articles

These notes are not intended to give detailed guidance on the arrangement of material for an article, but the following points may be of assistance.

1.1 Preparation

Before writing an article, the general arrangement of the text should be considered; this can conveniently be done by writing down the proposed section headings and sub-headings, together with brief notes on the contents of each section. Only three levels of section heading are used (coloured bold upper and lower case underlined, bold upper and lower case, and italic upper and lower case). The sections are not numbered.

1.2 Title and authors' details

The title should be brief and indicate precisely the main subject of the article. (Note that keywords in the title of an article are used for indexing.) First names of authors are used in *The Journal*.

1.3 Synopsis

The article should commence with a synopsis containing 50-80 words and indicate the scope of the article, giving the principal results or conclusions.

1.4 Main text

Sufficient introductory matter should be included to enable the article to be readily understood without undue reference to other publications, and the conclusions should be grouped together at the end of the main text. It is normal for the first section of the main text to be entitled 'Introduction' and the last section 'Conclusion(s)' but there may be exceptions to this.

Authors should ensure that the structure of the article, indicated by the levels of sub-headings, is clear.

Lists of points can be marked with 'bullet points' (.).

Articles should be written objectively, and in the third person of the appropriate tense.

Authors should bear in mind the wide diversity of the readership. The articles should lead the reader into the subject gently, and not plunge into the depths of the topic. Abbreviations and terms likely to be unfamiliar should be explained.

1.5 Illustrations

Careful consideration should be given to illustrating the article. While plenty of illustrations will help to break up the text and make the article attractive, illustrations should primarily provide essential support to the understanding of the subject matter. *The Journal* is printed in colour, and this gives scope for both colour photographs and line drawings. Authors should consider how the added dimension of colour could be used to best effect to assist readers' understanding. Detailed guidance about illustrations is given in section 3 of these notes.

1.6 Acknowledgements

Where authors have received appreciable assistance in the preparation of an article, or in carrying out the work on which it is based, it is desirable to indicate this in a section entitled 'Acknowledgement(s)' immediately following the conclusion. Acknowledgements should, however, be kept as short as possible.

References to manufacturers by name should, where possible, be restricted to the acknowledgements section.

1.7 References

Authors should make references to other articles and publications wherever appropriate; this often permits significant amounts of non-essential detail to be omitted, thereby making the article more readable to the majority, but enabling those readers who really need the information to obtain it. References should be numbered in the text and, wherever two or more occur in an article, they should be listed under the heading 'References' at the end of the article following the Conclusion(s) (or Acknowledgement(s) if included). Single references should be included as a footnote on the appropriate page of the text.

Increasingly, authors are providing web references in articles. However, it should be remembered that *The Journal* is a historic record and URLs may not be permanent reference points. Therefore, where possible, references to physical sources should be given too.

References should be arranged in the standard form used in *The Journal*, as indicated in the following examples:

1. Damianou, N., Dulay, N., Lupu, E., and Sloman, M. Ponder: A Language for Specifying Security and Management Policies for Distributed Systems. Oct. 2000.
2. Sacks, L., Prnjat, O., Liabotis, I., Olukemi, T., Ching, A., Fisher, M., McKee, P., Georgalas, N., and Yoshii, H. Active Robust Resource Management in Cluster Computing Using Policies. *Journal of Networks and Systems Management*, **11**(3), 2003.
3. <http://www.w3.org/TR/xmlschema-1/>
4. Frame Relay Forum. Frame Relay/ATM PVC Service Interworking Implementation Agreement. RF.8.2, Feb. 2004.
5. Bocci M., and Guillet, J. ATM in MPLS Based Converged Core Data Networks. *IEEE Communications Magazine*, Jan. 2003.

1.8 Bibliography

Articles or publications to which the authors wish to refer for further background information, but which do not have numbered references in the text, should be listed in a section entitled 'Bibliography', immediately following the References section. The arrangement should be in the form shown for References.

1.9 Glossary

Where several abbreviations are used in the text, then a glossary should be included.

1.10 Authors' biographies and pictures

The article should conclude with a short biography of each author, including their company affiliation. Each biography should begin by giving the position and business unit of the author, and go on to give a summary of the author's academic and professional career. Each author should also provide a good-quality colour photograph of themselves electronically.

1.11 Tables

All tables should have brief headings and should be numbered in Arabic numerals (e.g. Table 1) with an appropriate reference in the text.

1.12 Pull-out quotes

Where appropriate, pull-out quotes can be used to emphasise important messages, although it is recognised that this technique may not always be suitable. Authors should indicate suggestions for pull-out quotes by highlighting or underlining suitable phrases in the text.

1.13 Break-out sections

Explanations and asides can be presented in the form of a 'break-out section', which is separated from the main text and included in a tinted coloured box. This may help to maintain the flow of the main text where,

say, detailed explanations or definitions are to be given. Authors should indicate clearly the material they wish to display in this way.

2 Editing standards

The final draft articles accepted for publication in *The Journal* are edited under the direction of the Managing Editor (for contact details see Appendix 1). Authors can assist by examining the draft text carefully to ensure that the material is presented in a logical order and by correcting errors in grammar, spelling, punctuation, technical terms, symbols and abbreviations. A summary of the standards applied by the editors in preparing articles for publication is given below to assist authors in preparing their drafts.

2.1 Spelling

The Concise Oxford Dictionary is used as a reference for spellings. Where the Concise Oxford Dictionary gives alternative spellings, the first choice spelling is always taken. The exception to this is in the case where alternative endings of '-ize' and '-ise' are given with '-ize' as first choice; here the '-ise' spelling should be used.

2.2 Units

SI units should be used exclusively. Where it is considered essential to use an imperial unit, this should be given in brackets following the first appearance of the equivalent SI unit.

2.3 Abbreviations

Abbreviations can be used to avoid tedious repetition of phrases. However, the abbreviations should be used sparingly and unfamiliar terms should normally be spelt out. Except for very well-known abbreviations (for example, BT, AC, UK) all terms to be abbreviated must be spelt out when they first appear, followed immediately by the abbreviation in brackets.

All abbreviations in *The Journal* are in upper case without full stops.

A glossary of terms can be included with the article.

2.4 Initial capitals

Capital letters should be used sparingly for the initial letters of words, being reserved for true proper nouns.

2.5 Numerals

If a sentence commences with a numeral, it should be spelt out. In other parts of a sentence, figures are generally used for numbers of 10 and over, and numbers less than 10 are spelt out. Figures are always used with symbols of measurement. Commas are not used; instead of commas, spaces are used for numbers with five or more digits, no space or comma for 4-digit numbers except where tabulated with numbers having five or more digits when a space should be used.

2.6 The choice of words

Authors should use the most appropriate simple short word wherever possible, and avoid unnecessary use of long words, long-winded descriptions and jargon. Help in choosing the right words can be obtained from

- The Complete Plain Words by Sir Ernest Gowers,
- Fowler's Modern English Usage,
- Usage and Abusage by Eric Partridge and
- Roget's Thesaurus.

2.7 Punctuation

Sufficient commas should be used to avoid ambiguity, but a sentence having too many commas should be recast.

Exclamation marks should not be used.

References (a) and (b) in section 2.6 above include helpful sections on punctuation.

2.8 Hyphens

Rules for the use of hyphens cannot be simply defined, but reference 2.6 (a) gives a concise account while 2.6 (b) is more detailed. In general, hyphens should be used where they will help the reader, particularly in unfamiliar terms and in such case as in compound adjectives. Whether, or not, a word or technical term should include a hyphen should be treated as a matter of spelling and terminology (see 2.1).

2.9 Solidus (or slash /)

The solidus should be used for such statements as current/voltage characteristic, for alternatives such as 110/220 V motor and for 'per' in units; for example, m/s, rev/min, and Mbit/s. Do not use for such terms as signal-to-noise ratio.

2.10 Quotation marks

Quotations should begin and end with single quotation marks, omitted matter being indicated by a series of full stops. Technical terms do not, in general, require quotation marks, though they may be necessary at the first appearance of a word used in an unusual sense. However, slang and jargon cannot be made respectable by dressing it up in quotation marks.

3 Illustrations

The size of a page of *The Journal* limits the maximum size of an illustration and its caption (when reproduced) to 177 mm wide by 253 mm deep; folded sheets are never used. Illustrations can be prepared so that, when reproduced, their width is either 1, 2 or 3 column. The size to be used will be decided by the Managing Editor.

To ensure clear reproduction, illustrations should not contain excessive detail.

Each illustration should be numbered consecutively and referred to in the text as Figure 1, Figure 2 etc.

Each illustration should ideally be self-explanatory, a minimum of explanation being necessary in the text. Drawings should include only the minimum information necessary to illustrate adequately what is being described. All unnecessary detail should be omitted.

Details for the captions should be included with the text.

3.1 Line drawings

Line illustrations are redrawn to a consistent style. Therefore, authors need include neat sketches only, the aim being to provide sufficient information to ensure that the authors' wishes are interpreted correctly. As a preference, illustrations should be prepared in Microsoft PowerPoint. Authors should indicate how colour could be used to assist the understanding of the subject matter, although the editors will select appropriate colourings.

3.2. Photographs

Some loss of detail must occur in the reproduction of photographs and so it is most important that the originals provided should be clear, sharply focused and have a good range of contrast.

All photographs should be supplied either electronically as separate TIF or JPG files, or as hard-copy photographs. Electronic photographs must be high resolution: equivalent to 300 pixels per inch at the finished size (generally 60 or 130 mm wide, 22mm wide for an author's biographical photograph).

If supplying in hard-copy form, either colour prints or transparencies can be used. The figure number and caption should be clearly indicated. Photographs should be protected against damage in transit.

4 Finalisation of draft article for publication

4.1 First proof

The Managing Editor will edit the approved draft article and prepare it for publication. Important queries and major changes will be referred to the authors for their comments, but minor changes will usually be left for the authors' attention at the proof stage.

A proof will be sent to the author for checking to ensure that no errors have been introduced through the editing and preparation process. The proof will be emailed as an Adobe Acrobat PDF file. The main object of the check is to look for errors and not to enable the authors to make alterations or additions, although a few will be permissible. It is particularly important to verify that illustrations are checked carefully as these are redrawn to *The Journal's* style.

Authors should communicate changes/corrections to the Managing Editor, either in an email or on a marked-up printout of the article. **It is important that corrected proofs are returned by the date specified.** At this stage, where there have been major changes of substance in an article, authors should judge whether the article should be resubmitted for internal company authorisation.

4.2 Final proof

A final proof will be sent to authors for their "sign-off"

APPENDIX 1

Checklist of elements of a draft article which should be submitted to the Editorial Sourcing Manager (see page 1 for contact details)

- Main title.
- Surname, first name and full initials of each author.
- E-mail address and affiliation of each author (company, etc.).
- Synopsis.
- Article text (in electronic form, preferably in Microsoft Word).
- Line illustrations (preferably in Microsoft PowerPoint).
- Photographs. (Can be embedded in the Word document in the first draft)
- Figure captions.
- Tables.

The following items will also be needed by the Managing Editor for preparation of the approved draft article for final publication

- Photographs in separate TIF or JPG files etc (see section 3.2 in Annex 1)
- Biography for each author.
- High resolution colour photograph of each author.
- In the case of an article with several authors, details of which author is to be sent the proof.
- Details of any pull-out quotes or break-out sections of text.