

INSTRUCTIONS FOR SUBMISSION OF MANUSCRIPTS

Journal of the IASS (Standard Abbreviation: *J. IASS*)

These instructions are organized in 3 files downloadable from the Journal pages of the IASS Website <http://www.iass-structures.org>:

- IASS Journal editing Instructions (this document): IASS_Journal_Instructions.pdf
- IASS Journal Template (MS Word): IASS_Journal_Template.dot
- IASS Journal fonts, dimensions & conventions: IASS_Journal_Dimensions.pdf

This document supplements the general instructions for writing and submitting contributions to the *Journal of the IASS* that are printed on the inside back cover of each issue of the journal, and all submitting authors are referred to these instructions. The three files listed here are intended to be useful for authors to submit their papers in a format quite similar to that to be published in the *Journal*. Use of the Template will give the authors better control over the published appearance and length of their submitted paper. The Template includes the standard margins and headings of the *Journal* as well as the styles and samples of the different portions. The margins are also enumerated in the Dimensions document.

It is strongly preferred that authors submit their manuscripts in machine-readable form as MS Word documents that follow the form of the Template. To automatically inherit most of the correct formats, authors should start with the Template, save it as a Word document with an appropriate filename, and replace all of the explanatory text in the Template with the content of the paper. However, use of the Template is not mandatory. Moreover, it is permissible where necessary to deviate from the format of the Template; for example, lengthy equations, large tables, or wide figures may not fit well the two-column standard format of a *Journal* page (but the exterior margins must be maintained). If figures or tables (or equations) do not fit into a single column of the two-column format, they may be inserted in a separate one-column section across the width of the page; but preferably these full-width objects should be placed at either the top or bottom of a page (if they do not occupy a full page) so as not to disrupt the smooth reading of the two-column text. With MS Word, text boxes are sometimes useful tools for including equations, figures, footnotes, and other objects, but the format of such a textbox should be adjusted so the border does not show.

STYLES. The names of the MS Word styles built into the Template and specific to the *Journal of the IASS* all begin with “J_IASS_” and are largely self-explanatory. A few examples are:

J_IASS_Title:	title of the paper
J_IASS_Author:	name(s) of paper author(s)
J_IASS_Text:	body of the paper

Some samples are given on the Template (these can be overwritten or deleted) and in the Dimensions document (including sample section headings and reference listings). In addition both the Template and the Dimensions illustrate the formats to be used for various types of cited references.

FIGURES. Figure captions are below figures, while table captions should be above tables. The Journal is published in full color, so color photographs and the use of colors in figures are encouraged. It is preferred that authors include the figures or photos in the text as inserted digital objects; alternatively, they may include room for these (with the caption below the blank space). Nevertheless authors can design the appearance of the page – text, equations, and figures – as they wish, bearing in mind that simplicity is always desirable. For photos or figures that do not fit the two-column format, see the above advice regarding full-page-width objects.

EQUATIONS. Equations should be numbered consecutively with numbers in parentheses that are right justified next to the equation. Many equations or formulae can be adapted to the two-column format that is standard in an IASS journal page, but to fit lengthy formulae properly see the advice above for full-page-width objects.

REFERENCES. Cite references by bracketed numbers in the text such as [1]. If referring to a specific page of a reference, the citation should be of the form [2, p. 14]. References may be arranged either in the order cited or alphabetically by last name of first author.