AUTHORSERVICES
Supporting Taylor & Francis authors

Advice to authors on preparing a manuscript

Please follow any specific Instructions for Authors provided by the Editor of the journal, which are available on the journal pages at www.tandfonline.com. Please also see our guidance on putting your article together, defining authorship and anonymizing your article for peer review.

We recommend that you use our templates to prepare your article, but if you prefer not to use templates this guide will help you prepare your article for review.

If your article is accepted for publication, the manuscript will be copyedited and typeset in the correct style for the journal.

Font: Times New Roman, 12 point, double-line spaced. Use margins of at least 2.5 cm (or 1 inch). Guidance on how to insert special characters, accents and diacritics is available here.

Title: Use bold for your article title, with an initial capital letter for any proper nouns.

Abstract: Indicate the abstract paragraph with a heading or by reducing the font size. Check whether the journal requires a structured abstract or graphical abstract by reading the Instructions for Authors. The Instructions for Authors may also give word limits for your abstract. Advice on writing abstracts is available here.

Keywords: Please provide keywords to help readers find your article. If the Instructions for Authors do not give a number of keywords to provide, please give five or six. Advice on selecting suitable keywords is available here.

Headings: Please indicate the level of the section headings in your article:

- First-level headings (e.g. Introduction, Conclusion) should be in bold, with an initial capital letter for any proper nouns.
- Second-level headings should be in bold italics, with an initial capital letter for any proper nouns.
- Third-level headings should be in italics, with an initial capital letter for any proper nouns.
- Fourth-level headings should be in bold italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark.
- Fifth-level headings should be in italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark.

Tables and figures: Indicate in the text where the tables and figures should appear, for example by inserting [Table 1 near here]. The actual tables should be supplied either at the end of the text or in a separate file. The actual figures should be supplied as separate files. The journal Editor's preference will be detailed in the Instructions for Authors or in the guidance on the submission system. Ensure you have permission to use any tables or figures you are reproducing from another source.

- Advice on obtaining permission for third party material is available here.
- Advice on preparation of artwork is available here.
- Advice on tables is available here.

Running heads and **received dates** are not required when submitting a manuscript for review; they will be added during the production process.

Spelling and punctuation: Each journal will have a preference for spelling and punctuation, which is detailed in the Instructions for Authors. Please ensure whichever spelling and punctuation style you use is applied consistently.

If you have any queries…

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