

IRSE News articles: Basic formatting requirements

Your contributions should be sent as an attachment to an e-mail to one member of the editorial team listed on the inner back page of each edition of IRSE News. Please send it to only one of the editors.

Whilst IRSE News is a technical journal, we strive to make articles interesting, readable and accessible to a wide audience. The editorial team will edit every article and paper and work with the author to achieve this objective.

Text

1. Please provide the text as a MS Word file (file extension .docx or .doc), or if this is not possible a Rich Text file (file extension .rtf).
2. Where your article has headings, use no more than three “levels” of headings and sub-headings, and preferably only one or two. Make sure the level of heading is clear (Headings, Sub-headings, Section headings etc.). We do not use numbered headings in the magazine, so please don't put cross references between sections based on these – however if you choose to leave section numbering in to make the levels of headings clear, that is fine, we will just remove these during formatting.
3. Ensure that ALL abbreviations are formally defined when they are first used in the article, in full words followed by the abbreviation in brackets, e.g.:long distance terminal (LDT).....
4. Set the language to English (UK) and do not format into columns, apply any end-of-line hyphenation, or leave two spaces at the end of each sentence.
5. Please suggest a title for your article – the shorter the better.
6. The rest of the formatting and styling will be carried out by the Editorial team, although further guidance on the required writing style is available on request.
7. Proper names, people and companies, are capitalised as are some projects. Job titles are not, apart from some Government ministers, so the Secretary of State for Transport has a private secretary, as does the chief executive of Network Rail.

Pictures and diagrams

1. Photographs should ideally be provided in .JPG format (or RAW files if available), although TIFF are also generally acceptable.
2. Photograph files will need to typically be 2MB or more in size, in order to allow us to publish at 300 dots per inch or higher. We are unlikely to be able to use photos of lower resolution. Photos must not be embedded into a Word document, as this reduces the resolution, and must be sent as separate files.
3. Diagrams should be supplied in the format in which they were originally produced, e.g. Powerpoint, Visio, Adobe Illustrator or similar, so that we can create vector format diagrams for the highest level of publication quality. Full vector PDFs are also acceptable. Diagrams that have been converted into .JPG files or other formats are not usually of sufficiently high quality for us to use.

4. Each photograph and diagram should have a caption, and each photograph should have an attribution if relevant. Please ensure that if photographs are not your own you have permission for them to be used in IRSE News.
5. Please provide a high resolution 'head and shoulders' photograph of the author(s) of the paper, which we will use as part of the header for the article. This does not apply to letters written to IRSE News.
6. Feel free to provide us with a short paragraph about you – if space permits we often use an 'about the author' panel at the end of an article.