

## **AUTHOR'S CHECKLIST FOR PREPARING MANUSCRIPTS FOR SUBMISSION**

**A copy of this, appropriately checked and signed, should accompany each submitted paper.**

Your paper must follow the advice given in our **Instructions for Authors** which are available online. If you are uncertain about the relevancy of your paper for publication in this Journal, please read our **Aims and Scope**, also available online. It is therefore helpful to include citations of relevant papers previously published in this journal.

Papers that have not been correctly prepared will be returned to the authors for revision without scientific evaluation.

Authors whose first language is not English, and may be inexperienced in writing for an international journal, are urged to have their manuscript thoroughly checked before submission. The use of a professional paper writing agency is strongly recommended for those authors who are doubtful of their command of the English language. Papers that are poorly written cannot be sent out to reviewers and will be returned to the authors for improvement.

We normally allow incorrectly presented papers to be resubmitted on one occasion only.

**Please do not tick the following boxes until you have complied with the instructions indicated.**

- ☐ All authors have seen a copy of the paper AND have approved its submission.
- ☐ Experiments taken from outside the authors' country should have been with the correct authorization.
- ☐ Please indicate the corresponding author of the paper. NOTE: To avoid possible confusion, only one person should be nominated.
- ☐ All text, including Abstract, tables, references, and figure legends, is in doublespacing and uses a full-page width (15 cm) on the equivalent of an A4 sheet.
- ☐ All pages (including references, tables, figure legends, figures and any Supplementary Data) are numbered sequentially. (Tables precede figures.) Lines on each page are also numbered either sequentially throughout the paper or on each individual page.
- ☐ The title should be informative and clear. Do not use unspecified, nonstandard abbreviations in the title.
- ☐ Keywords or phrases (but not abbreviations) are given in **alphabetical order** after the Abstract. At least 5 and up to 7 can be used.

- ☐ The abstract should be less than 250 words for original articles or reviews and less than 100 words for notes. Sub-headings in all sections are clearly indicated but are **NOT** numbered.
- ☐ All non-standard abbreviations should be minimized, but inevitable abbreviations should be defined at the beginning of each section including tables and figure legends.
- ☐ Key details of procedures should be given in the legend or footnotes. 100% relative values **MUST** be given as the actual (absolute) values in the legend or footnote. It is recommended that procedures used only once should be detailed in the legends to figures or footnotes to tables rather than being placed in the **Methods** section.
- ☐ Table number and title should be written in the upper portion of the table. (For example: Table 1. Summary of Resilient Modulus). When placing more than two tables under the same number of title, assign subtitles by dividing each table by (a) or (b). In the text, tables shall be marked as: Table 1, Table 2 a and b, Tables 3 and 4. Tables, each on a separate sheet, are suitable for either single (7.5 cm) or double column (16 cm) printing. Tables, each on a separate sheet, are suitable either for single (7.5 cm) or double column (16 cm) printing. Titles of tables are included with the table and appear above the table itself.
- ☐ Large areas of blank spaces should be avoided. Each figure is numbered on its page.
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- ☐ Please ensure that photographs will print satisfactorily at the indicated column width with clear resolution of detail.
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**Supportng information.** Results supplied in the form of supplementary tables or figures, or as additional methods, should be listed as a separate section after the Acknowledgements and the list of references. Citation of this information should be given in the text at the appropriate place using “Table A1”, “Fig. A1” etc. There is no limit to the amount of information being given in this way though its usefulness for readers must be evident.

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