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- Title (the title should be as short as possible, but should contain adequate information regarding the contents).
- Subtitle (this may be used to supplement and thereby shorten an excessively long main title).
- Author's full name(s) (if more than one, use 'and' before the last name).
- Affiliation(s)/Address(es)
- Mailing address for corresponding author

Key words/Abstract/Abbreviations

- Key words (maximum of 6, in alphabetical order, suitable for indexing).
- Abstract (brief and informative, not to exceed 250 words).
- Abbreviations (arranged alphabetically, only those which are not familiar and/or commonly used).

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- The relative importance of headings and subheadings should be clear. The approximate location of figures and tables should be indicated in the margin.
- New paragraphs should be indicated by clear indentation.
- The use of footnotes should be avoided. However, if essential, they should be typed on the appropriate page, but clearly separated from the text with a line above them.
- Mathematical formulas should have a clarification of all symbols and an accompanying 'translation' of the meanings, e.g. 'this formula shows that when the highly variable factor $\rho$ is found to exceed unity, the viscosity of the medium $\beta$ is no longer significant'.

Style manuals

The following three books are recommended as guides in writing scientific papers:

- O'Connor M, Woodford FP, eds. Writing scientific papers in English, Amsterdam: Elsevier; 1976.

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Only SI units and abbreviations should be used although some quantities may be given in common units, e.g. mmHg. Abbreviations should be defined in full as mentioned above under item 2. Whenever in doubt use SI (Système International) units.

Acknowledgements

To assistants, grants, funding bodies etc. Please make sure that any persons acknowledged consent to their names appearing.

References

- References should be cited according to the author/date (Harvard) system, i.e. (Smith, 1993; Smith and Jones, 1993; Smith et al, 1993a). Citations of personal communications and unpublished data should be avoided unless absolutely necessary. When used, such citations should appear in the text only, e.g. *(E.D. Smith, personal communication)*, and not in the reference list.
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