

Instructions to Authors

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These Instructions to Authors provide all necessary information for preparing an article for publication in HERON, including information about the Word-template and how it should be used.

Keywords: Instructions to authors, template, styles

1 General

The manuscript should be written in English, using MS-Word 6.0 (for PC) or a more recent version. The length of the manuscript should preferably be between 6000 and 8000 words. All manuscripts are subject to peer review. A written report with a summary of at least two referees' reports will be sent to the author within three months from the date on which the paper is received. The author may be asked to revise the manuscript prior to publication.

1.1 Submission

Please submit the manuscript by e-mail (to: HERON@library.tudelft.nl). Please do not forget to include names and affiliations of all authors as well as the full postal address and e-mail address of at least one corresponding author. We will send the corresponding author a confirmation of the receipt of the manuscript, together with a Transfer of Copyright agreement. This must be signed by all authors before the article can be reviewed. The Transfer of Copyright agreement allows Delft University Press to reproduce and distribute the article.

1.2 Proofs

Before publication, electronic proofs of both the electronic and the paper versions of the manuscript will be sent to the corresponding author. It is important that authors read these proofs carefully and return them to the publisher within a short time (usually 48 hours). At this stage, typographical errors may still be corrected, but rewriting the text is not permitted.

1.3 Further information

For any further information regarding the submission of manuscripts, please contact the Editorial Office at HERON@library.tudelft.nl.

2 Layout

Please use the HERON Word-template to prepare the manuscript for publication. Section 3 of these Instructions provides detailed information about the use of the template.

2.1 Headings

Within an article up to three levels of headings may be used (not including the title of the article). The Word-template ensures that the headings are numbered as follows: “1” for a section heading; “1.1” for a subsection heading; and “1.1.1” for a sub-subsection heading.

2.2 Footnotes

Footnotes should be limited in number and size, and should not contain mathematical expressions. Endnotes should not be used at all.

2.3 Figures

Figures should be entities in themselves; not a combination of separate elements (e.g. textboxes, lines and circles) grouped together in Word. Please save illustrations as separate files (in GIF or JPG format) and import them into the Word document. Please save the illustrations in the size in which they are going to be printed or displayed in the electronic version. Do not import a very large picture and reduce it in Word to fit the page.

Add a meaningful caption to each figure. The Word-template (style: Figure caption) ensures that figures are numbered throughout the manuscript; not by section.

2.4 Tables

The layout of tables should be kept as simple as possible. The Word-template (style: Table caption) ensures that tables are numbered throughout the manuscript; not by section.

2.5 Equations

Please create equations using a special equation editor. Do not simply change the font to Symbol and the position of certain numbers to subscript or superscript, as this causes major conversion problems.

Equations should be numbered throughout the manuscript; not by section. Equation numbers should be placed in the right margin.

2.6 Abstract

The abstract should describe, in approximately 250 words, the contents of the paper. It should explain briefly the procedures and the results, and must not contain abbreviations or acronyms.

3 The HERON Word-template

3.1 *Attaching the template to an existing article*

- Copy the template file (HERON.dot) to either your templates folder, or to the folder which contains the article.
- Open your existing article, and select the option ‘Templates and add-ons...’ from the Extra-menu..
- In the window that opens, select the HERON template file (HERON.dot). Tick the box in front of ‘Automatically update document styles’, then click on the button in the bottom left hand corner of the window. A new window opens.
- In the new window, the box on the left-hand side lists all styles in use in the existing article style. Select them all, and click on the Remove button in the middle of the window. If you get any messages about styles that cannot be removed, just click on OK.
- Then click on the button ‘Close file’ in the bottom right-hand side of the window. The file (usually the normal.dot template) closes, and the button changes names to ‘Open file’. Click it again, and open the HERON template file. A list of all styles defined in the HERON template is displayed. Select them all, and click on the button ‘<< Copy’ in the middle of the window. All styles are copied to the existing article file. If you are asked if you want to overwrite any styles, click on Yes.
- Finally, close the window by clicking the Close button in the bottom right-hand corner of the window.

3.1.1 *Applying the template styles within the existing article.*

All styles in the HERON-template are paragraph styles, which means that they automatically apply to a whole paragraph, up to the next hard return (Enter). Applying styles to paragraphs is easy. Simply click anywhere in the paragraph, and select the required style from the drop-down styles list. Please check the section ‘The styles in the HERON Word-template’ for a list of styles, including details of which style to use for which parts of the text. Most styles are quite straightforward: ‘Title’ is used for the title of the article, and ‘Figure caption’ for figure captions. However, if a style name is not immediately clear, the list of styles should explain all.

3.2 *Using the template to start a new article*

- Copy the HERON.dot template into you user template folder or into your workgroup template folder. If you do not know where these folders are, select Options from the Extra menu and click on the tab File Locations. In the list you will find the locations of User Templates and Workgroup templates. Copy the HERON template into either of these folders.

- Next, select New from the File menu. A window appears in which you see all available templates. Select HERON and open it. A new document will now be opened with a dummy text in the HERON template. Either overwrite each section (title, author's name and affiliation, abstract, key words) with the real text, or delete the text, select style Title and start writing from scratch. After Title, pressing Enter will take you to style Author, and then to Abstract. If you do not automatically get the style you want after pressing Enter, simply select the right style from the styles drop-down menu and continue.

Please note: a soft return (Shift_Enter) must be used when you want to go to the next line, but you do not want to start a new paragraph. This is useful to go to a new line within a list item in a numbered or bulleted list (you do not get a new bullet or list number), or to go to the line with the affiliation/address details after the author's name (you do not get the extra white space added at the end of the Author paragraph) .

For details about which style to use for which part of the article, check the list in the section 'The styles in the HERON Word-template'.

3.3 Complete list of styles in the HERON Word-template

The HERON Word template consists of a number of styles, which are used for different elements in an article. In Table 1 all styles are listed, with a short indication of how and when they should be used.

Table 1: All styles in the HERON Word-template

Metadata: bibliographic information about the article	
Title	Title of article.
Author	Author's name and affiliation.
Abstract	Abstract text.
Key words	Up to three key words. Please use commas to separate the keywords.
Headings: (for the headings of Acknowledgement, References, and Appendices: see below)	
Heading 1	Level 1
Heading 2	Level 2
Heading 3	Level 3
Content of the article	
Standard	Standard paragraph text
Figure caption	To be placed immediately below a figure. The captions are automatically numbered throughout the article.
Equations	Used for equations. The style includes a right-aligned tab for the formula-number, which should be placed in brackets, as follows: (1)
Bulleted list	Two levels have been defined; the first one with a '•', and the next level with a '-' before each item. Move between the levels by clicking the 'Increase/Decrease indent' button in the formatting toolbar.
Numbered list	Two levels have been defined; the first one numbered 1, 2, 3, n, and the next level numbered a, b, c.... Move between the levels by clicking the 'Increase/Decrease indent' button in the formatting toolbar.
Table caption	To be placed immediately above a table. The captions are automatically numbered throughout the article.
Table	For all table text.
Note with figure or table	These notes often either explain abbreviations used in tables, or give the source of a figure or table, but they can be used for other information as well.
Special sections	
Heading Acknowledgement	For the heading of the Acknowledgement section. This heading is similar to Heading 2, but not numbered.
Heading References	For the heading of the References section. The same heading can be used for the headings of Appendices. It is similar to Heading 1, but not numbered.
Reference	For each reference in the list of references. The references must be placed in alphabetical order of the surname of the first author. Short references in the text should look as follows: [Author, Year].