GUIDES FOR AUTHORS

Thank you for expressing an interest in writing for the Crisis Response Journal. Please note, these guides have been made as simple and as non-prescriptive as possible, because we do not like to constrain the creativity and natural writing style of our contributors. However, the editors reserve the right to change the copy, edit for sense and amend text to fit our house style and pagination, as well as with regard to final selection of illustrations and images. The Editor's decision is always final.

Where we have queries, require fact checking and need to submit an article for formal review by our Advisory Panel, we will always inform the author.

We liaise with authors and once the text has been laid out, we send a PDF version of the layout to authors for proof reading and checking (though major rewrites or lengthy additions will not be accepted at this stage without specific approval from the Editor). Comments and changes **must** be made using 'stickies' and 'notes' in the PDF. Amendments in Word documents cannot be accepted. At commissioning and agreement stage, we will work with the author to determine word counts, etc. As a guide, one page is 500 words plus pictures, a spread is 1300 words.

- Please **do not** embed any URLs in the text; put them in a list at the end of the text
- No footnotes, headers, formatting, etc (we have to strip all formatting out for our design process, then put them in again manually at layout stage)
- Long headlines or titles will not fit within our style guidelines, please keep them short
- If you have tables, please include these at the end of the text, preferably with the fields separated by tabs (not extra spaces please!)
- No double spaces after full stops, no double returns to indicate new paragraphs
- Please avoid headings and lists, especially bullet points. Good writing style dictates that lists should be incorporated into the text as paragraphs. The same goes for multiple in-text headings
- English spelling – s instead of z in most cases
- Please keep references, sources, etc, to a minimum. We do not insert references within the text, but can have a list of sources/references/credits at the end of the article. These are included within the overall word count. These should be in the following format (note, we put italics in at proof stage): Author names separated by commas, no full stops after initials, date (in parentheses) colon, Title of document, comma, publication, pp if necessary, semi colon - for example: Hough E J (2014): *Article title*, *Crisis Response Journal* 13:4
- Please include a passport size photo of author and a 20 word job title/description
- High resolution images to be provided – these should NOT be embedded in the text, but saved as separate high resolution JPEGs (as a guide, each picture file should be at least 1MB in size). If the images are very large, WeTransfer.com is a useful way of sending them

We send out voucher copies to our authors; please let us have a mailing address when you send the article and pictures. Also, many authors like to send copies of the issue to colleagues – we are happy to send up to five copies to nominated people, all you have to do is provide us with their details.

Publishing in the CRJ is a collaborative experience and we work closely with our authors - we want you to be as happy as we are with the finished result, while creating text that is informative and useful, accurate, pleasant to read, and that looks attractive and distinctive on the page. If you have any queries, please contact the Editor in Chief, Emily Hough, on emily@crisis-response.com or Editorial Assistant, Claire Sanders, claire@crisis-response.com