

- Article Lengths:** 1,000 - 2,000 words
- Book Reviews:** 250 - 350 words
- Discs:** Material on disc plus a hard copy. Windows 2000 or later
Material may also be e-mailed to: deirdre.pointer@imis.org.uk
- Author's Photograph:** Please supply a recent **colour** photograph.
Glossy, high quality, minimum size 8 x 6 inches.
Relevant to topic, ie by a terminal, workstation, etc.
- Biographical Details:** Brief (up to 150 words) potted biography.
If the author is an MIMIS please show as:
John Jones MIMIS, is DP Manager of
- Illustrations:** Photographs (colour preferred), diagrams, graphs
(black and white). Please provide product pictures
where possible, originals or transparencies please.
We cannot use embedded pictures.
- Style Notes:** Articles should be clear and concise, avoiding either
an over-colloquial or a dry academic approach. Please
explain less well-known abbreviations, ie DBMS - Database
Management System, the **first** time they are used. Kindly
avoid 'heavy' selling of your company products or services
although contact details are of course welcome.
Keep text to one font size/type and single spacing
throughout; please do not: use bold face type, indent
paragraphs, use headers/footers, page numbers or
embedded company logos.
- HEADINGS:** Three levels only:
- **Title:** Upper and Lower with initial caps for all words
except conjunctions and prepositions.
 - **Cross heads:** Upper and Lower caps only for proper names.
 - **Paragraph heading:** Italic as part of paragraph, eg *Paragraph headings*
- LISTS:** Avoid numbered lists - insert asterisks
- QUOTES:** Double Quotation marks for quoted speech.
Single Quotation marks, first time only, for
unusual words, terms.
- ITALICS:** Italics for emphasis, titles of books, papers,
foreign words, phrases.

**ACRONYMS and
ABBREVIATIONS:**

No full points between initials, eg UK, USA
Abbreviated phrases should be followed, **first time**
only, by explanation in commas
egOA, office automation,

Acronyms to be used **only** for the name of a
project (eg MAP). When using an acronym
several times write the name in full with
the acronym in parenthesis the **first time**
and then use the acronym from then on.
If using twice only, write in full each time.

NUMERALS:

Figures one to nine in full, 10 onwards
as Arabic numerals; the exception being at the
start of a sentence, where it should be written out,
ie Nineteen eight four was the date when

Plurals of numbers, dates, should be written
without apostrophes, ie 1980s, IBM 3300s.

Inches and centimetres to be referred to as:
10 by 12 centimetres; 10 inch discs.

DATES:

Written out: 12 October 1988, not October 12
or 12th October, or 12/10/88.

SPELLING:

English as standard but American words
allowed (eg backup, computer program).
Use 's' not 'z' in words such as 'computerise',
'desensitise', 'realise', etc.

CAPITAL LETTERS:

All job titles in lower case, ie managing director,
vice-president, etc, except for jobs of State,
ie Minister for Information Technology. Other
exceptions are: Minister, Government (except
where referring generically when the lower case
'g' would be used), Queen, King, Pope, etc.

PERCENT:

In full - percent not %. Similarly percentage.

COMPANIES:

Companies are collective singulars, ie 'it' not
'they' : ICI 'is' in chemicals ... not 'are'.

NAMES:

No full points between names or initials.
Thus: I M Rickwood FIMIS, P J Maylor BSc

FEES:

Fees are not payable to contributors to *IMIS*
publications. In the case of book reviews, the
book may be retained by the reviewer.