JBIS Guidelines for Authors

1. Manuscript Text
   a. Text for publication in JBIS must be in the English language.
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   c. Security and copyright clearance, where necessary, is the responsibility of the authors.
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   e. The manuscript’s file name should include the first named author’s surname.
   f. For preference we would ask author's to submit manuscripts via email to: jbis@bis-spaceflight.com However if this is not possible, manuscripts can also be submitted by post and sent to: JBIS, The British Interplanetary Society, 27/29 South Lambeth Road, London, SW8 1SZ.

2. Preparation of Manuscripts
   a. A concise title should be followed by the author’s name (without designation or distinction), full contact address, affiliation, email address (if applicable), a short summary abstract (a single paragraph of not more than 200 words) and a number of relevant keywords (about five) suitable for search engines to find the paper. The typescript should continue with introduction, text, conclusions, acknowledgements, references and notes, tables, figures and figure captions. Decimal paragraphing is used. Information on previous or intended conference presentation should be provided. JBIS does not have strict rules regarding paper length but expects authors to be concise and succinct in the presentation of their arguments. Typically a paper would be 5000 to 6000 words but shorter (2-3 page) papers are also accepted called Technical Notes. Papers longer than this would only be accepted when the content demands it, such as a major subject review.
   b. Mathematical equations may be either handwritten or typed, but must be clear. Unusual letters or symbols should be clearly identifiable. The solidus should be used for fractions in the text and for displayed formulae. Parentheses and fractional superscripts should be used to indicate square roots. On first use, acronyms should be translated in full into English. JBIS uses the SI system of units; if Imperial units are given, SI equivalent values should be added. The use of an Equation Editor is strongly advised.
   c. References and notes (i.e. replacement for end notes) should be shown in the text in numerical sequence in square parentheses e.g. [3], with the full list at the end of the paper in the following styles:

d. Internet sources are not generally acceptable as scientific confirmatory evidence, and are often transitory in nature. Their use as reference material should be carefully evaluated in the context of the contention they are being used to support. If they are used include the date the site was accessed in the following style: (Last Accessed 12th April 2012).

3. Style

a. Texts will be edited, if necessary to conform to our House Style or achieve the best possible presentation. Acceptance of MSS will be dependent on acceptance by the author of any modifications required by the Editorial considerations or Peer Review.

b. Please help us to avoid unnecessary editing by conforming to our editorial style as below. If these are not followed the Editor may alter texts to conform to our House Style but may also reject the paper if it does not read as a professional piece of writing.

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2. Avoid “I” and “we” (first person) and “You” (second person). Text should be written in an impersonal third person style e.g. “it will be seen?” rather than “you will see?” and “it will be shown?” rather than “I will show?”.
3. Omit references to previous sections or text e.g. “I have already said...” or which summarise what is to follow e.g. “This section will consider... and then consider.... and will show...”.
4. Do not use commas with conjunctions such as “and” or “but” and do not begin sentences with such words.
5. The use of footnotes is discouraged. Such material should be incorporated into the main text or given as a note within the reference section, if required.

4. Illustrations

a. A figure number and caption must be provided for each illustration. “Top” must be indicated if this is not obvious. Each figure should be cited in numerical order in the text. Figure captions should be short and concise. Every figure used must be referred to in the text.

b. Permission should be obtained and formal acknowledgement made for use of a copyright illustration or material from elsewhere.

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b. Additionally authors may also identify any potential referees that for reasons that are unlikely to be known to the editor would mean their objectivity would be in question. Authors do not need to provide the reasons they are requesting a specific referee not be used unless requested by the Editor.

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b. If the paper is judged suitable then arrangements will be made for the paper to be reviewed. In general, only
papers that are recommended for publication by the referee will be published, although on rare occasions the Editor may overrule this recommendation or decide that further reviewers are required before a decision can be made. Every effort is made to shorten editorial review procedures to enable authors to be notified as soon as possible regarding acceptance for publication. However, JBIS is run largely by volunteers, and authors are requested to be patient with the process.

c. The referee report is then returned to the author. It is common for referees to request changes or to suggest improvements. In general the paper will only be accepted if the referee’s comments are fully addressed. The final form of the paper should then be submitted and this will be used to prepare the proofs which will be sent to the corresponding author for approval before publication.

d. Authors should restrict alterations at proof stage to errors in spelling, punctuation etc. As these are often overlooked, it is recommended that, wherever possible, a colleague be invited to read the proofs to provide a second check against misprints of this sort. Major modifications to the original script can be accepted only in special circumstances.

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