

# Guidelines for Contributing Authors

(Please read carefully before originating your copy)



**Palladian Publications Limited**

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## Preparing your article

### Text

The text of your article should be submitted as either a Microsoft Word or InDesign.

**PLEASE NOTE: If using Microsoft Word it is important that you do not embed/place graphics into the file as the quality of the graphics will be seriously affected. Instead, all graphics must be sent as separate files in one of the formats described below.**

### Graphics

Graphics should be saved as JPEG, TIFF or EPS formats. Each graphic must be submitted in a separate file. All graphics must be at least 300 dpi resolution, to ensure that they appear sharp in print, and at least 100 mm wide. Colour or black and white photographs are acceptable, provided they are good quality and at least 150 mm wide. In all cases, please keep documents as simple as possible, and avoid special formats. If you wish to use compression or self-expanding archive programs to reduce file sizes please contact us first to discuss which programmes can be used.

### Captions

Captions should be provided for all illustrations and tables, and where relevant, illustrations/tables should be numbered and mentioned by this number in the text.

### Contact details

Contact details for the author(s) including address, telephone and fax numbers, and email address must be included, so that we can send a proof prior to publication and a copy of the magazine on publication.

## Submitting your article

Articles can be supplied on CD-Rom to the address above, by email to your editorial contact or by FTP.

If your material is larger than 15 MB, it is preferable that files are uploaded to our FTP site or sent on CD-Rom.

Our FTP address is: **ftp.palladian-publications.com**. Please contact us for username and password. Please upload files to the relevant magazine folder eg., World Cement, World Pipelines, Hydrocarbon Engineering, LNG Industry, World Coal or Oilfield Technology. Contact us as soon as the files have been uploaded so that we can check them.

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### Text

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## Further information

### Approval procedure

Proofs will normally be sent to the author before publication. These should be checked rigorously and returned to the editorial contact by the date specified.

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