

# JOURNAL OF GRAPHIC ENGINEERING AND DESIGN

## GUIDELINES FOR AUTHORS

All the sent manuscripts should be formatted according to the guidelines for the authors. The manuscripts should be sent in \*.doc or \*.docx (MS Word format) and PC formatted. The manuscripts are submitted to [jged@uns.ac.rs](mailto:jged@uns.ac.rs). The language of the journal is British English and all text should be written according to it.

### Formats and Styles

The manuscript should be max. 12 A4 pages and papers below 4 A4 pages shall be regarded as Short Communications and will not be published.

The text should be formatted with 10 pt Times, Figures and Tables in 10 pt Times italic.

Figures and pictures should be either in vector format (\*.eps, \*.ai, \*.svg, etc.) or in high resolution bitmap format (min. 300 ppi) with preferably lossless formats (\*.TIFF, \*.BMP) or in JPEG with high quality settings.

Typed tables are not regarded as figures. They have to be numbered separately (Table 1, Table 2, etc) with all necessary text or comments placed above them. The authors should mark which author is the corresponding author whose email and contact address will be published. All equations should be numbered in brackets:

$$E = mc^2 \quad (1)$$

If the software code is presented in paper, if possible, place the code into a table.

The papers will be published in hardcopy and online, and all corresponding authors will receive a hardcopy of the issue in which is their paper published.

### Referencing

The references in text should be prepared in Harvard style (author, date). The reference list should be sorted in alphabetical order by author/editor. Please provide all the required elements in the references to your paper. Please pay particular attention to spelling, capitalization and punctuation. Accuracy and completeness of references are the responsibilities of the author. Before submitting your article, please ensure you have checked your paper for any relevant references you may have missed.

It also implies to follow up the rules considering the number of authors:

- » one author (Novaković, 2001);
- » two authors (Novaković & Kašiković, 2001);
- » three authors (Novaković, Kašiković & Vladić, 2001);
- » four or more authors (Novaković et al., 2001).

If you cite a work which has the same author and was written in the same year as an earlier citation, than it

should be cited as follows: (Novaković, 2008a; Novaković, 2008b).

Secondary references should be written as:

» According to Novaković & Kašiković (2005) as cited by Vladić et al. (2008) most printing techniques ....

If a direct quote from a book, article, etc., then use single quotation marks and state the page number:

» Novaković (2001) stated that the principle of direct printing techniques .....(p.12).

You should provide an in-text citation for any images, illustrations, photographs, diagrams, tables or figures that you reproduce in your work, and provide a full reference as with any other type of work.

They should be treated as direct quotes in that the author(s) should be acknowledged and page numbers shown; both text where the diagram is discussed or introduced, and in the caption you write for it:

» In-text-Table illustrating checklist of information for common sources (Pears and Shields, 2008:p.22). or

» 'Geological map of the easternmost region of São Nicolau' (Ramalho et al., 2010:p.532).

If you need to cite a piece of work which does not have an obvious author, you should use what is called a 'corporate' author (KBA, 2009).

When more than one publication by the same author is being used, in the reference list at the end of the paper they should be listed in date order beginning with the oldest published one.

When more than one publication is being cited in body text at once, list the publications in date order beginning with the oldest published and use semi-coma as separator: (Pal, 2001; Vladić et al., 2005; Novaković, 2008a; Novaković, 2008b; Novaković, 2010).

### **Below are examples for references:**

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LECTURE/PRESENTATION

MOBILE APPLICATION

NEWSPAPER ARTICLE: ONLINE

NEWSPAPER ARTICLE: PRINT

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BY OTHER EXAMPLES GIVEN

PATENT

REPORT

STANDARD

THESIS (PHD, MSC ETC)

VIDEO

VIDEO: YOUTUBE

WEB PAGE/WEBSITE

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### ANNUAL REPORT: ONLINE

Author or organisation

(Year of publication)

Title (this should be in italics)

Available from: URL

[Date of access]

Chevron Corporation (2006) *Annual Report*. Available from: [http://www.chevron.com/documents/pdf/annualreport/Chevron2006AnnualReport\\_full.pdf](http://www.chevron.com/documents/pdf/annualreport/Chevron2006AnnualReport_full.pdf) [Accessed: May 12th 2012].

In-text citation: (Chevron Corporation, 2006)

### **ANNUAL REPORT: PRINT**

Author or organisation  
(Year of publication)  
Title (this should be in italics)  
Place of publication (where available)  
Publisher

Chevron Corporation (2006) *Annual Report*. San Ramon, CA, Chevron Corporation.

In-text citation: (Chevron Corporation, 2006)

### **BLOG POST**

Author (Year of publication)  
Title of blog post (if applicable)  
Title of blog (this should be in italics)  
Weblog  
Available from: URL  
Date of access

Goldacre, B. (2008) Trivial Disputes. *Bad Science*. Weblog. Available from: <http://www.badscience.net/2008/02/trivial-disputes-2/> [Accessed 19th June 2008].

In-text citation: (Goldacre, 2008)

### **BOOK: ACCESSED ON AN E-BOOK READER**

*Please note that the date of publication of the e-book version may differ from the print publication date. Ensure you use the correct date depending on the version of the book you have read and are citing in your work.*

Author/editor (if it is an editor always put (ed.) after the name)  
(Year of publication)  
Title (this should be in italics)  
[E-reader version]  
Edition (if not the first edition)  
Place of publication (where available)  
Publisher

Powrie, W. (2007) *Soil mechanics: concepts and applications*. [Kindle version] 2nd ed. London, Taylor and Francis.

In-text citation: (Powrie, 2007)

or

Feynman, R. P. & Davies, P. (2007) *The character of physical law*. [Sony Reader eBook version]. ePenguin.

In-text citation: (Feynman & Davies, 2007)

### **BOOK: CHAPTER IN EDITED BOOK**

Author of the chapter  
(Year of publication)  
Title of chapter followed by, In:  
Editor (always put (ed.) after the name)  
Title (this should be in italics)  
Series title and number (if part of a series)  
Edition (if not the first edition)  
Place of publication (if there is more than one place listed, use the first named)  
Publisher  
Page numbers (use 'p.' before a single page number and 'pp.' where there are multiple pages)

Partridge, H. & Hallam, G. (2007) Evidence-based practice and information literacy. In: Lipu, S., Williamson, K. & Lloyd, A. (eds.) *Exploring methods in information literacy research*. Wagga Wagga, Australia, Centre for Information Studies, pp. 149-170.

In-text citation: (Partridge & Hallam, 2007)

### **BOOK: IN AN FOREIGN LANGUAGE**

Author/Editor (if it is an editor always put (ed.) after the name)  
(Year of publication)  
Title (this should be in italics)  
[Title in original language] (this should be in italics)  
Series title and number (if part of a series)  
Edition (if not the first edition)  
Place of publication (if there is more than one place listed, use the first named)  
Publisher

García Sánchez, J. J. (2007) *Toponymic atlas of Spain*. [Atlas toponímico de España]. Madrid, Arco/Libros.

In-text citation: (García Sánchez, 2007)

### **BOOK: ONLINE / ELECTRONIC**

Author/Editor (if it is an editor always put (ed.) after the name)  
(Year of publication)  
Title (this should be in italics)  
Edition (if not the first edition)  
Place of publication (if there is more than one place listed, use the first named)  
Publisher  
Available from: URL  
[Date of access]

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London, Thomas Telford Publishing. Available from: <http://www.myilibrary.com?ID=93941> [Accessed 18th June 2015].

In-text citation: (Simons, Menzies & Matthews, 2001)

### **BOOK: PRINT**

Author/Editor (if it is an editor always put (ed.) after the name)  
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Title (this should be in italics)  
Series title and number (if part of a series)  
Edition (if not the first edition)  
Place of publication (if there is more than one place listed, use the first named)  
Publisher

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London, Thomas Telford Publishing.

In-text citation: (Simons, Menzies & Matthews, 2001)

### **BOOK: TRANSLATED**

Author/Editor (if it is an editor always put (ed.) after the name)  
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Series title and number (if part of a series)  
Edition (if not the first edition)  
Place of publication (if there is more than one place listed, use the first named)  
Publisher

Aristotle. (1999) *Physics*. Trans. Graham, D. W. Oxford, Clarendon.

In-text citation: (Aristotle, 1999)



### BROCHURE/PAMPHLET/BOOKLET

*These can often be published by organisations or companies, and may not have individual authors. You can use the corporate author if there is no individual author, and this may also be the publisher's name.*

Author/editor (if it is an editor always put (ed.) after the name)

(Year of publication) (if there is no year of publication, write 'no date')

Title of brochure/pamphlet (in italics)

Series title (if part of a series)

Edition (if not the first)

Place of publication

Publisher

Imperial College London Library (2010) *Citing and referencing guide: Harvard style*. London, Imperial College London.

In-text citation: (Imperial College London Library, 2010)

### CD ROM

*When writing a reference for a multi-media item, you would usually use the title of the TV programme or video recording, or title of the film (whether on DVD or video) as the author. If the title is used as the author, this should be written in italics. You should also include the type of format in the reference, such as Video, DVD, CD, CD-ROM and so on.*

Author/Editor (use the corporate author if no individual author or editor is named)

(Year of publication)

CD-ROM title (this should be in italics)

[CD-ROM]

Place of publication

Publisher

Encyclopaedia Britannica. (2003) *Britannica 2003*. [CD-ROM] Chicago, Encyclopaedia Britannica.

In-text citation: (Encyclopaedia Britannica, 2003)

### COMPUTER PROGRAM, SOFTWARE OR CODE

Author (use the corporate author or research group if no individual author or editor is named)

(Year of publication)

Title of program (this should be in italics)

(Version number)

[Format type] (computer program, software or code)

Place of publication (if available)

Name of publisher/distributor (if available)

Available from: URL (if online)

TechSmith (2008) *Snagit* (Version 9.1) [Software] TechSmith Corporation. Available from: <http://www.techsmith.com/screen-capture.asp>.

In-text citation: (TechSmith, 2008)

#### CONFERENCE PROCEEDING: INDIVIDUAL PAPER

Author  
(Year of publication)  
Title of conference paper followed by, In:  
Editor/Organisation (if it is an editor always put (ed.) after the name)  
Title of conference proceeding (this should be in italics)  
Place of publication  
Publisher  
Page numbers (use 'p.' before a single page number and 'pp.' where there are multiple pages)

Wittke, M. (2006) Design, construction, supervision and long-term behaviour of tunnels in swelling rock. In: Van Cotthem, A., Charlier, R., Thimus, J.-F. and Tshibangu, J.-P. (eds.) *Eurock 2006: Multiphysics coupling and long term behaviour in rock mechanics: Proceedings of the International Symposium of the International Society for Rock Mechanics, EUROCK 2006, 9-12 May 2006, Liège, Belgium*. London, Taylor & Francis. pp. 211-216.

In-text citation: (Wittke, 2006)

#### CONFERENCE PROCEEDING: WHOLE

Editor/Organisation (if it is an editor always put (ed.) after the name)  
(Year of publication)  
Title (this should be in italics)  
Place of publication  
Publisher

Edge, B. L. (ed.) (2001) *Coastal engineering 2000: conference proceedings, July 16-21, 2000, Sydney Convention & Exhibition Centre, Sydney, Australia*. Reston, VA, ASCE.

In-text citation: (Edge, 2001)

#### EQUIPMENT OPERATING MANUAL

Author (use the company name if no individual author or editor is named)  
(Date of publication)  
Title (this should be in italics)  
Version number  
Place of publication  
Publisher

Hirst Magnetic Instruments Ltd. (no date) *GM07/GM08 Gaussmeter Operating Manual*. Version 2.0. Falmouth, Hirst Magnetic Instruments Ltd.

In-text citation: (Hirst Magnetic Instruments Ltd, no date)

#### FILM

Title of film (this should be in italics)  
(Year of production)  
[Film]  
Directed by: Director's name  
Place of production  
Name of production company

*An Inconvenient Truth*. (2006) [Film] Directed by: Davis Guggenheim. USA, Lawrence Bender Productions.

In-text citation: (*An Inconvenient Truth*, 2006)

#### IMAGE/ILLUSTRATION/FIGURE/DIAGRAM/ TABLE/PHOTOGRAPH PUBLISHED IN JOURNAL

*You should provide an in-text citation for any images, illustrations, photographs, diagrams, tables or figures that you reproduce in your work, and provide a full reference as with any other type of work.*

Ramalho, R., Helffrich, G., Schmidt, D.N. and Vance, D. (2010) Tracers of uplift and subsidence in the Cape Verde archipelago. *Journal of the Geological Society*. 167 (3), 519-538. Available from: doi:10.1144/0016-76492009-056 [Accessed: 14th June 2010].

In-text citation:

'Geological map of the easternmost region of São Nicolau' (Ramalho et al, 2010:p.532).

**IMAGE/ILLUSTRATION/FIGURE/DIAGRAM/  
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Most online articles will have a DOI (Digital Object Identifier) and you should use this in your reference. The DOI is a permanent identifier provided by publishers so that the article can always be found. If there is no DOI then you should use the URL. Some lecturers will ask you to reference an online journal article as a print article, so always check your coursework guidance. To find the DOI, when you read an article online, check the article details as you will usually find it at the start of the article. For more help, contact your librarian. If you read the article in a full-text database service, such as Factiva or EBSCO, and do not have a DOI or direct URL to the article you should use the database URL.

Author  
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Title of journal article  
Title of journal (this should be in italics)  
Volume number. Issue number. Page numbers of the article (do not use 'p.' before the page numbers). Available from: URL or DOI  
[Date of access]

Pears, R. and Shields, G. (2008) *Cite them right: the essential referencing guide*. 3rd ed. Durham, Pear Tree Books.

In-text citation:  
Table illustrating checklist of information for common sources (Pears and Shields, 2008:p.22).

Leverton, N. (2000) *King's Cross station*. Available from: <http://www.geograph.org.uk/photo/3776> [Accessed: 15th June 2010].

In-text citation: (Leverton, 2000)

Arrami, M. & Garner, H. (2008) A tale of two citations. *Nature*. 451 (7177), 397-399. Available from: <http://www.nature.com/nature/journal/v451/n7177/full/451397a.html> [Accessed 20th January 2015].

or

Wang, F., Maidment, G., Missenden, J. & Tozer, R. (2007) The novel use of phase change materials in refrigeration plant. Part 1: Experimental investigation. *Applied Thermal Engineering*. 27 (17-18), 2893-2901. Available from: doi:10.1016/j.applthermaleng.2005.06.011 [Accessed 15th July 2015].

or

Read, B. (2008) Anti-cheating crusader vexes some professors. *Chronicle of Higher Education*. 54 (25). Available from: <http://global.factiva.com/> [Accessed 18th June 2015].

#### **JOURNAL ARTICLE: POSTPRINT/IN PRESS**

*If a journal article has been submitted to the peer review procedure and accepted for publication, but is not yet published in a specific journal issue, this is a postprint. These articles can be referred to as being 'In press'. You should be able to work out what type of article you have found using the information provided with the article. Journal publishers now assign DOIs to articles before they are published in a specific journal issue, so you can use the DOI provided for postprint / in press articles. This will ensure that the correct link for the article remains when it is moved to a specific journal issue. If you read a print journal article not yet published in a journal issue, follow the layout below, ignoring the online information required.*

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Title of journal article

Title of journal (this should be in italics)

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Available from: URL or DOI

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#### **JOURNAL ARTICLE: PREPRINT**

*It is likely you will find articles available online before they have been submitted to the peer review procedure and published in a journal. These articles are preprints and may be placed in an online repository or on a publisher's website (but not in a specific journal issue).*

Author/s

(Year of writing)

Title of journal article

Submitted to/To be published in (if this information is with the article)

Title of journal (in italics)

Name of repository (in italics)

[Preprint]

Available from: URL (if available)

[Date of access]

Akyol, Z., Ice, P., Garrison, R. & Mitchell, R. (2009) The relationship between course socio-epistemological orientations and student perceptions of community of inquiry. *The Internet and Higher Education*. [In press: Online] Available from: doi:10.1016/j.iheduc.2009.12.002 [Accessed: 4th January 2010].

In-text citation: (Akyol et al, 2009)

*Note: there will not be volume, issue or page numbers assigned to postprint / in press articles.*

Silas, P., Yates, J.R. & Haynes, P.D. (2008) Density-functional investigation of the rhombohedral to simple cubic phase transition of arsenic. To be published in *Physical Review B*. *Arxiv*. [Preprint] Available from: <http://arxiv.org/abs/0810.1692>. [Accessed: 23rd July 2010].

In-text citation: (Silas, Yates & Haynes, 2008)

*Note: there will not be volume, issue or page numbers assigned to preprint articles.*

### JOURNAL ARTICLE: PRINT

Author  
(Year of publication)  
Title of journal article  
Title of journal (this should be in italics)  
Volume number  
Issue number  
Page numbers of the article (do not use 'p'.  
before the page numbers)

Chhibber, P. K. & Majumdar, S. K. (1999) Foreign ownership and profitability: Property rights, control, and the performance of firms in Indian industry. *Journal of Law & Economics*. 42 (1), 209-238.

In-text citation: (Chhibber& Majumdar, 1999)

### LECTURE/PRESENTATION

Name of lecturer/presenter  
(Year of lecture/presentation)  
Title of lecture/presentation (this should be in italics)  
[Lecture/Presentation]  
Title of module/degree course (if appropriate)  
Name of institution or location  
Date of lecture/presentation (day month)

Wagner, G. (2006) *Structural and functional studies of protein interactions in gene expression*. [Lecture] Imperial College London, 12th December.

In-text citation: (Wagner, 2006)

### MOBILE APPLICATION

Author (use the corporate author, individual or developer)  
(year of publication)  
Title of the App (this should be in italics)  
(Version number)  
[Mobile app]  
Available from: name of app store or URL (if required)  
[Date accessed]

Citymapper Ltd. (2016) *Citymapper*. (version 6.11) [Mobile App] [Accessed 25th August 2016]

*It may be useful to give the full url from the app store e.g. available from: [https://play.google.com/store/apps/details?id=com.citymapper.app.release&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.citymapper.app.release&hl=en_GB) or <https://itunes.apple.com/gb/app/citymapper-transport-app-live/id469463298?mt=8>*

### NEWSPAPER ARTICLE: ONLINE

Author (if the article has no author, use the name of the newspaper)  
(Day, month and year of publication)  
Title of article  
Title of newspaper (this should be in italics)  
Page numbers of the article if given (use 'p.' before a single page number and 'pp.' where there are multiple pages)  
Available from: URL  
[Date of access]

Pagnamenta, R. (24 May 2008) Energy adviser puts forward powerful case for hydrogen. *The Times*. Available from: [http://business.timesonline.co.uk/tol/business/industry\\_sectors/natural\\_resources/article3994594.ece](http://business.timesonline.co.uk/tol/business/industry_sectors/natural_resources/article3994594.ece) [Accessed 2nd July 2008].

In-text citation: (Pagnamenta, 2008)

### NEWSPAPER ARTICLE: PRINT

Author (if the article has no author, use the name of the newspaper)  
(Day, month and year of publication)  
Title of article  
Title of newspaper (this should be in italics)  
Page numbers of the article (use 'p.' before a single page number and 'pp.' where there are multiple pages)

Macalister, T. (Wednesday 2 July 2008) Green energy is the modern gold rush. *The Guardian*. p. 27.

In-text citation: (Macalister, 2008)

### ONLINE DOCUMENTS AND PUBLICATIONS NOT COVERED BY OTHER EXAMPLES GIVEN

*If you cannot find a suitable example in this list for a work published online in PDF, Word, HTML or an equivalent format, you can use the following layout. You may find the online book or report layouts can be adapted.*

Author/Editor (if it is an editor always put (ed.) after the name; use the corporate author if no individual author or editor is named)  
(Year of publication)  
Title of publication (this should be in italics)  
Place of publication (if provided on the publication)  
Publisher (if provided on the publication)  
Available from: URL  
[Date of access]

Conway, G. (2009) *Grantham Institute for Climate Change, Discussion paper no 1: The science of climate change in Africa: impacts and adaptation*. London, Imperial College London. Available from: [http://workspace.imperial.ac.uk/climatechange/public/pdfs/discussion\\_papers/Grantham\\_Institutue\\_-\\_The\\_science\\_of\\_climate\\_change\\_in\\_Africa.pdf](http://workspace.imperial.ac.uk/climatechange/public/pdfs/discussion_papers/Grantham_Institutue_-_The_science_of_climate_change_in_Africa.pdf) [Accessed: 14th June 2010].

In-text citation: (Conway, 2009)

*It is also acceptable to indicate the document's original format, particularly as this will help your reader to locate the correct document on a web page.*

Department of the Environment, Food and Rural Affairs. (2009) *Municipal waste statistics 2008-09: Excel tables showing summary estimates*. [Excel spreadsheet] Available from: <http://www.defra.gov.uk/evidence/statistics/environment/wastats/bulletin09.htm> [Accessed: 10th May 2010].

In-text citation: (DEFRA, 2009)

### PATENT

*The patent number should include a country code, but you should make it clear in your reference in which country the patent originated.*

Author  
(Year of publication)  
Title (this should be in italics)  
Name of patent organisation  
Patent number  
(Patent)

Williams, M. (2004) *Footwear hanger*. GB2409807 (Patent).

or

Williams, M. (2004) *Footwear hanger*. UK Intellectual Property Office GB2409807 (Patent).

In-text citation: (Williams, 2004)

### REPORT

Author/Editor (if it is an editor always put (ed.) after the name)  
(Year of publication)  
Title (this should be in italics)  
Organisation  
Report number: followed by the number of the report

Leatherwood, S. (2001) *Whales, dolphins, and porpoises of the western North Atlantic*. U.S. Dept. of Commerce.  
Report number: 63.

In-text citation: (Leatherwood, 2001)

### STANDARD

Name of Standard Body/Institution  
(Year of publication)  
Standard number  
Title (this should be in italics)  
Place of publication  
Publisher

British Standards Institution. (2003) BS 5950-8:2003. *Structural use of steelwork in building: code of practice for fire resistant design*. London, British Standards Institution.

In-text citation: (British Standards Institution, 2003)

### THESIS (PHD, MSC ETC)

Author  
(Year of publication)  
Title (this should be in italics)  
Type of thesis  
Academic institution

Leckenby, R .J. (2005) *Dynamic characterisation and fluid flow modelling of fractured reservoirs*. PhD thesis. Imperial College London.

In-text citation: (Leckenby, 2005)

### VIDEO

*When writing a reference for a multi-media item, you would usually use the title of the TV programme or video recording, or title of the film (whether on DVD or video) as the author. If the title is used as the author, this should be written in italics. You should also include the type of format in the reference, such as Video, DVD, CD, CD-ROM and so on.*

Title (this should be in italics)  
(Year of production)  
[Video]  
Place of production  
Name of production company

Speakfirst. (2009) *Presentation skills: How to improve your presentations*. [Video] Available from: <http://www.youtube.com/watch?v=bt8YFCveNpY&feature=related> [Accessed 5th November 2010].

In-text citation: (Speakfirst, 2009)

### VIDEO: YOUTUBE

Name of person who uploaded the video (this could be a YouTube username, not a full name)  
(Year the video was uploaded)  
Title of video (in italics)  
[Video]  
Available from: URL  
[Date of access]

WEB PAGE/WEBSITE

Author/Editor (use the corporate author if no individual author or editor is named)  
(Year of publication) (if available; if there is no date, use the abbreviation n.d.)  
Title (this should be in italics)  
Available from: URL  
[Date of access]

European Space Agency. (2015) *Rosetta: rendezvous with a comet*. Available from: <http://envisat.esa.int/>  
[Accessed 15th june 2015]

In-text citation: (European Space Agency, 2015).

References are based on the Harvard citing guide of Imperial College in London.

The complete reference guide can be found at

<https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/harvard-style/your-reference-list/>

