

# information

research  
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volume 3  
number 2  
april 1984



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Butterworth Scientific Limited,  
PO Box 63, Westbury House, Bury Street,  
Guildford, Surrey GU2 5BH, UK  
Telephone: Guildford (0483) 31261  
Telex: 859556 SCITEC G

**Publishing Director:** C J Rawlins  
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## Subscription enquiries and orders should be sent to:

Quadrant Subscription Services Limited,  
Oakfields House, Perry Mount Road,  
Haywards Heath, Sussex RH16 3DH, UK  
Telephone: Haywards Heath (0444) 459188

## Annual Subscription price:

UK: £55.00 Overseas: £55.00 Single copies:  
£16.50. The journal is published every three  
months. Prices include packing and delivery  
by surface mail. Airmail prices available on  
request.

Copies of the journal sent to Canada and  
the United States of America are airspeeded at  
no extra cost. Second class postage paid of  
New York, NY.  
Postmaster send all address corrections to  
c/o Expeditors of the printed Word Limited,  
Suite 1217, 527 Madison Avenue, New York,  
NY 10022, USA.

This journal is listed in Current Contents.

## US Mailing Agents:

Expeditors of the printed Word Limited,  
Suite 1217, 527 Madison Avenue, New York,  
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of the first page of each paper.

Back issues prior to the current volume are  
available from: Wm Dawson & Sons Limited,  
Canon House, Folkestone, Kent CT19 5EE,  
UK.

ISSN 0144-817X  
© 1984 Butterworth & Co. (Publishers) Ltd.

Typeset by Tech-Set, Gateshead,  
Tyne & Wear.  
Printed by J.W. Arrowsmith Ltd., Winterstoke  
Road, Bristol, UK.

# information

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april 1984

# research development applications technology

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# Notes for Authors

INFORMATION TECHNOLOGY is concerned with research into, development and application of technology for storing and accessing information. It will cover both theoretical and practical aspects of information storage and retrieval, and in doing so, will bridge the gap between researcher and practitioner.

All technical articles will be refereed and may be accepted without alterations, require amendment before publication and subsequent refereeing, or be rejected on grounds of either relevancy or content.

The submission of a technical article will imply that, if accepted for publication, the paper will not be published elsewhere in the same form, in any language, without the consent of the Managing Editor. It is the author's responsibility to obtain written permission to quote material that has appeared in another journal.

## PREPARATION OF SCRIPTS

All articles should be written in clear and concise English. Spelling should follow the Concise Oxford Dictionary. The paper should be typed in double spacing, on one side only of A4 paper. Do not underline anything. Leave wide margins. Number every sheet. Four copies are required and these should be sent to the Editor.

## Arrangement of papers

Papers should be arranged as follows:

1. Title
2. Strapline of 15–25 words incorporating the names of the authors
3. 50–100 word abstract outlining the purpose, scope and conclusions of the paper
4. The text, suitably divided under headings
5. Acknowledgements (if any)
6. References
7. Tables (each on a separate sheet)
8. Captions to illustrations (grouped on a separate sheet or sheets)
9. Figures, each on a separate sheet, containing no text

## Style of text

Trade names should have an initial capital letter.

Subdivide your paper in the simplest way possible, consistent with clarity.

Avoid numbering sections.

SI units should be used. Where this is not possible, give a conversion factor in parentheses at the first mention of the non SI unit.

## Mathematical and technical setting

Write mathematical, Greek and other symbols carefully by hand unless you have access to a special typewriter. Explain the meaning of all symbols in the text where they first occur, and identify Greek letters in the margin at their first mention with their names in words. If you use several symbols, a list of definitions – not necessarily for publication – will help the editors. Identify all vectors, tensors and matrices by ringing with a pencil. Ensure that symbols and abbreviations for units follow the latest editions of British Standard 1991, Parts 1–6.

In particular, you should note the following points:

- Always put a zero before decimal quantities less than unity, e.g. 0.376 and not .376.
- Do not use the full stop as an ordinary multiplication sign.
- Use fractional indices instead of root signs, e.g.  $(3x + 9y)^{1/2}$  is preferable to  $\sqrt{3x + 9y}$ .
- $\lg x$  is assumed to mean  $\log_{10} x$ ;  $\log_e e$  is written as  $\ln x$ .
- Write simple mathematical fractions in the text on one line, e.g.  $L(N-1)/L(1)$  and not  $\frac{L(N-1)}{L(1)}$ .
- Group numbers consisting of more than three numerals in threes separated by spaces; do not use commas.
- Indicate superscripts and subscripts clearly.

## Tables

Number tables consecutively through the paper (with arabic numerals) referring to them in the text as Table 1, Table 2, etc., with a caption at the top of each table. Avoid the use of vertical rules. Tables should not duplicate results presented in graphs.

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## Line illustrations

These should be drawn in black inks on tracing cloth or paper. Two photocopies should also be provided. For lettering, Standardgraph or similar stencils should be used (template size nos. 203/3.5 and 203/2.5) with the appropriate pen sizes. Lower-case (small) letters should be used throughout, with an initial capital letter for the first word only of a label. If suitable stencils are not available, a photocopy of the tracing should be lettered. Our studio will letter the original in ink in the standard style.

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To books:

- 1 McGlyn, DR *Microprocessors: technology, architecture and applications* John Wiley, UK (1976)

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