

## **SCHEDULE A**

### **Instructions to Authors**

All manuscripts submitted for publication should be original work, not previously published, nor under submission for publication elsewhere.

Word and LaTeX templates can be found online:

[http://www.oxfordjournals.org/our\\_journals/rpd/for\\_authors/instructions.html](http://www.oxfordjournals.org/our_journals/rpd/for_authors/instructions.html)

Instructions on how to use the LaTeX template are included in the .zip file. Please ensure that the manuscript contains a current email address for the corresponding author.

Manuscripts for publication in **special or proceedings issues** should not be submitted via the online system. Details of how to submit such manuscripts are provided below.

### **Scope**

Radiation Protection Dosimetry covers all aspects of personal and environmental dosimetry and monitoring, for both ionising and non-ionising radiations. This includes biological aspects, physical concepts, biophysical dosimetry, external and internal personal dosimetry and monitoring, environmental and workplace monitoring, accident dosimetry, and dosimetry related to the protection of patients. Particular emphasis is placed on papers covering the fundamentals of dosimetry; units, radiation quantities and conversion factors. Papers covering archaeological dating are included only if the fundamental measurement method or technique, such as thermoluminescence, has direct application to personal dosimetry measurements. Papers covering the dosimetric aspects of radon or other naturally occurring radioactive materials and low-level radiation are included. Animal experiments and ecological sample measurements are not included unless there is a significant relevant content reason.

**PAPERS** should be full papers of a theoretical or practical nature with comprehensive descriptions of the work covered.

**NOTES** should be written as letters with the authors' names and addresses at the end and should be marked 'For Publication'.

**LETTERS TO THE EDITOR** should be written as letters with the authors' names and addresses at the end and should be marked 'For Publication'.

### **Manuscript preparation**

It is a condition of acceptance that all authors shall have read and agreed to the contents and the format of their manuscript before submission and after any significant revisions have been made. The author submitting the paper should be prepared, if asked, to certify compliance with this rule.

All contributions should be in English (authors whose mother tongue is not English are requested to ask someone with a good command of English to review their contribution before submission). Spelling should be in accordance with the Oxford English Dictionary. However, please use 'dosemeter' rather than 'dosimeter', for consistency within the journal. Manuscripts should be written in the third person, not the first. Please reserve the use of capital letters for proper names and abbreviations only and not for commonly used terms.

## **Title page**

The title page should contain just the title, authors' names and full postal addresses, corresponding author contact information (telephone, fax and email) and a short running title. Titles should be brief and as informative as possible. A short title of not more than 40 characters (including spaces) for a running head should be supplied.

## **Abstract**

An abstract of preferably not more than 150 words should be provided on its own page of the manuscript, headed by the title and authors' names.

## **Headings**

Headings should be given to main sections and sub-sections, which should not be numbered. (The heading hierarchy is non-bold capitals, bold lower case and italic lower case.)

## **Footnotes**

Footnotes should not be used. Such text should be inserted into the main document, in parentheses if necessary.

## **Tables**

Tables should be supplied on separate pages at the end of the manuscript. Data in tables should be rounded to a level appropriate for the information being provided.

## **Units, symbols and equations**

SI units should be used throughout, but other established units may be included in brackets (note that cGy is not acceptable). Isotope mass numbers should appear at the upper left of the element symbol, e.g.  $^{90}\text{Sr}$ . Equations should be fully typed and numbered sequentially. Scalar quantities and physical constants should be italicised, including subscripts, where used. Mathematics should be punctuated, as though part of a sentence.

## **Abbreviations**

Abbreviations should be defined when they first appear in the text.

## **References**

References should be indicated in the text by superior numbers in parentheses and the full reference should be given in a list at the end of the paper in the following form, in the order in which they appear in the text:

1. Crase, K. W. and Gammage, R. B. Improvements in the use of ceramic BeO in TLD. Health Phys. 29, 739-746 (1975).
2. Clarke, R. H. and Webb, G. A. M. Methods for estimating population detriment and their application in

setting environmental discharge limits. Proceedings of Symposium - Biological Implications of Radionuclides Released from Nuclear Industries. Vienna, March 1979. IAEA-SM-237/6, 149-154 (1980).

3. Aird, E. G. A. A. An introduction to medical physics. Heineman Medical Books Ltd (1983) ISBN 0 433 003502.

4. Duftschmid, K. E. TLD personnel monitoring systems - the present situation. Radiat. Prot. Dosim. 2, 2-12 (1982).

5. International Commission on Radiation Units and Measurements. Determination of operational dose equivalent quantities for neutrons. ICRU Report 66. J. ICRU 1, (2001).

All the authors' names and initials (or the first 10 followed by et al.), the title of the paper, the abbreviated title of the journal, volume number, page numbers and year should be given. Abbreviated journal titles should be in accordance with the current World List of Scientific Periodicals. Please note the use of lower-case lettering in article titles.

## Funding information

Details of all funding sources for the work in question should be given in a separate section entitled 'Funding'. This should appear before the 'Acknowledgements' section.

The following rules should be followed:

- The sentence should begin: 'This work was supported by ...'
- The full official funding agency name should be given, i.e. 'National Institutes of Health', not 'NIH' ([full RIN-approved list of UK funding agencies](#)). Grant numbers should be given in brackets as follows: '[grant number xxxx]'
- Multiple grant numbers should be separated by a comma as follows: '[grant numbers xxxx, yyyy]'
- Agencies should be separated by a semi-colon (plus 'and' before the last funding agency)
- Where individuals need to be specified for certain sources of funding the following text should be added after the relevant agency or grant number 'to [author initials]'.

An example is given here: 'This work was supported by the National Institutes of Health [AA123456 to C.S., BB765432 to M.H.]; and the Alcohol & Education Research Council [hfygr667789].

## Figure preparation

Further information on submitting figures for review and production can be viewed in the online submission instructions.

The number of figures used should be kept to the minimum consistent with clear presentation of the work reported. Numbered figure legends should be provided with the manuscript. We reserve the right to reduce or enlarge artwork to the optimum size for legibility in the journal.

## Guidelines

The lettering in figures should be of such a size that the letters and symbols will remain legible after reduction to fit the printed area available. Figures should have left hand vertical and bottom horizontal axes only, with no background shading, but a right-hand vertical axis may be included if scaled differently to the left-hand axis. Lines should be black (i.e. not coloured) and key information should be incorporated into the caption, and not superimposed on the figure itself. Please do not indulge in the sophisticated

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