# ITP Journal – Author Guidelines

The content of submissions from authors should, as far as possible, meet the following guidelines. Where this is not the case, submissions may be amended as part of the sub-editing work.

# Background

*The Journal* is a quarterly publication published in paper form and on-line containing professional articles on all aspects of telecommunications, broadcasting, and ICT including:

• Customer requirements

• Market developments

• Social / Cultural implications

• Economic and investment management

• Industry structure and regulation

• Service management

• Network management

• Operational management

• Technology innovation, developments and implementation

• Strategic and Business Management

• History and Futures

# Purpose

The ITP Journal is a high-quality record by which members of the ITP and others can keep abreast of various items of interest in communications and related fields. It is an important part of how the ITP promotes the career development of its members through Professional Registration, training, mentoring and qualifications. Members of the ITP come from a wide range of disciplines, job functions and levels, including ‘technical’ and ‘non-technical’, and age ranges and experience from apprentices to retirees.

# Who can author an article?

Anyone, whether a member of the ITP or not, is welcome to author a draft article for *The Journal* by sending it directly via e-mail to the *ITP Journal* Sourcing Manager. The aim is to have as wide a range of authors (from different companies, universities, countries etc.) of articles aspossible. Potential authors may also contact the Sourcing Manager to discuss potential draft articles and suitable timetables for submissions.

# Process

1. For all articles, the Sourcing Manager will agree deadlines with the author for submission of an initial “good draft”.
2. The author must send an initial “good draft” to the Sourcing Manager in an editable Word file by the agreed deadline.
3. In the case of unsolicited articles, authors should first send a synopsis to the Sourcing Manager to determine if it is likely to be suitable for *The Journal* before commencing further work.
4. After initial editing and re-formatting to ITP ‘house style’ and the updated draft is judged suitable for review, the Sourcing Manager will circulate it to the Editorial Board for approval for publication and comment.
5. Editorial Board comments necessitating further work will be notified to the author who must then submit a “final draft” to the Sourcing Manager by an agreed deadline
6. On completion of sub-editing, the Sourcing Manager will send all material to the Publication Team who are responsible for page layout, design and gaining author for final sign-off.

# Style

Articles should be of interest, of relevance and accessible to the majority of the readership. They should be written in a straightforward, non-academic way using a short, sharp reader-friendly style yet still with real substance. In broad terms articles should: -

1. Not be too specialised or too technical as the readership come from all disciplines in our industry, not just technical.
2. Put the subject matter into context - our readers include apprentices who may not yet have a wide perspective on the industry. Lead the reader into the subject gently, not plunge into the depths of the topic.
3. Provide introductory material that helps readers relate the topic to their every-day experience
4. Be readily understood without undue reference to other publications.
5. Not seek to promote particular companies, services or technology for commercial advantage.
6. Product names can be used but mainly by way of example to provide greater insight into the concepts and should not suggest that the product is the best or the only product on the market.

The Journal is not a vehicle for peer-review of academic papers. Whilst papers addressing current research are of interest and relevant, they must be written to be accessible for a general audience.

# Length of articles

Articles should not exceed 3000 words. This is to ensure that all scheduled articles can be fitted into a particular issue and avoids having to hold any over (*The Journal* must be within 52 pages in total, including the 4-page cover plus pages for the an editorial and index). Exceptionally, articles can be a little bit longer or much shorter with the agreement of the Sourcing Manager. For very long articles, consideration may be given to splitting the article into self-contained parts distributed over more than one edition of *The Journal*.

# Content

1. **Title** - Meaningful and, if possible, catchy but not too long (maximum of 42 characters) as publisher use a very large font at page layout.
2. **Main text**

* The main text must be provided in a separate Word file in an editable form
* The structure should be clear by appropriate levels of headings, with no more than three levels.
* Articles should normally be in the third person. The first person should be reserved for anecdotal material, particularly personal accounts and when considered appropriate, occasional book reviews.
* House style is to highlight in bold and large font the first paragraph (up to 80 words) to draw the reader into the main article. It should be written in an engaging style highlighting what is to follow rather than as a formal abstract or synopsis
* Terms that are likely to be unfamiliar to the general readership should be explained. Footnotes can be used for this or they can be grouped in a Glossary section or a Side Panel.

1. **Side Panels** - Side panels should be used for explanations of detailed aspects that may cause the reader to lose the main thrust of the text (e.g. detailed mathematical equations, that many readers would not be able to understand). Panels should be of reasonable length with a view to occupy a column of material (e.g. 300 words if all text).
2. **Illustrations**

* Each article should normally not contain more than a total of 6 charts, graphs and illustrations
* Diagrams should be provided in a separate PowerPoint file in an editable form
* Photos should be provided as high-resolution JPG files
* Whilst useful in breaking up large blocks of text, illustrations should only be used provide essential support to the understanding of the subject matter.
* Colour should be used meaningfully, not just for variety.
* Illustrations should have brief headings underneath and in the main text (not embedded in illustration) and should be numbered sequentially, Figure X. They should also be referenced in the main text as “Figure X”.
* Text and legends in the illustration should use be a size font which should be as large as possible as the publisher may reduce size considerably at the page layout stage and also, it avoids illustrations having too much blank space. In diagrams, ‘house style’ is to use Aerial font and black rather than grey on axes and legends in diagrams.
* If any diagram or photo is covered by a third-party copyright, the author should gain the permission from the third party for its use in the article. An acknowledgement to that fact should be included in the heading of the image.

1. **Charts**

* Charts normally should be provided in an Excel spreadsheet together with the data from which they are derived.
* The guidance for illustrations also applies to charts.

1. **Tables**

* Tables normally should be provided as part of the main text as a Word table.
* Tables should have brief headings and should be numbered sequentially, Table X, and should be referenced in the main text as “Table X”.

1. **Abbreviations** - Should be used sparingly and only when necessary. All terms to be abbreviated must be spelt out when they first appear, followed immediately by the abbreviation in brackets. Where the same term (e.g. Network Functions Virtualisation) is used more than three times, it should be spelt out in full on first occurrence and abbreviated (i.e. NFV) and listed in an Abbreviations section at the end. If used less than 3 times, it should be written in full each time as unnecessary addition of an abbreviation(s) is often unhelpful to readers unfamiliar with the subject matter.
2. **Dates and figures**

* Dates: 1 January, 2021, not 1st January, 2021
* Figures: One – nine in full; 10 onwards in figures
* Million & Billion: 10m; 10bn (no space between number and abbreviation)
* Dollars $US; $NZ etc

1. **Units** - SI units should be used wherever possible and abbreviated consistently with a space between a number and unit (e.g. X Mbit/s). Where it is considered essential to use an imperial unit, this should be given in brackets following the first appearance of the equivalent SI unit.
2. **Acknowledgements** - If authors have received appreciable assistance in the preparation of an article, an acknowledgement should be given in an Acknowledgements section at the end. References to manufacturers by name should, where possible, be restricted to the Acknowledgements section.
3. **References**

* References to other articles and publications often permits significant amounts of non-essential detail to be omitted, thereby making the article more readable to the majority, but enabling those readers who really need the information to obtain it.
* References should be numbered in the text and, wherever two or more occur in an article, they should be listed in a References section. Single references should be included as a footnote on the appropriate page of the text.
* References should be manually numbered sequentially with square brackets in the text (e.g. [1]). Auto-numbering should not be used
* References should be kept to a maximum of eight.
* References in the form of URLs to on-line material is allowed but it should be remembered that *The Journal* becomes an historic record and URLs may not be permanent reference points.
* References should be arranged in the standard form used in *The Journal*, as indicated in the following examples:

1. Damianou, N., Dulay, N., Lupu, E., and Sloman, M. Ponder: A Language for Specifying Security and Management Policies for Distributed Systems. Oct. 2000
2. Sacks, L., Prnjat, O., Liabotis, I., Olukemi, T., Ching, A., Fisher, M., McKee, P., Georgalas, N., and Yoshii, H. Active Robust Resource Management in Cluster Computing Using Policies. *Journal of Networks and Systems Management*, **11**(3), 2003
3. Available at: http://www.w3.org/TR/xmlschema-1
4. Frame Relay Forum. Frame Relay/ATM PVC Service Interworking Implementation Agreement. RF.8.2, Feb. 2004
5. Bocci M., and Guillet, J. ATM in MPLS Based Converged Core Data Networks. *IEEE Communications Magazine*, Jan. 2003
6. **Author information**

* Authors should include a 60 to 80-word biography at the end of their article, giving job title, affiliation and a summary of their academic and professional career.
* Authors should provide a high-resolution head-and-shoulders picture of themselves as a JPEG file.

# Authority for publication, IPR and copyright issues

Authors are responsible for:

* the content of their articles
* ensuring that their articles are authorised and cleared for publication in *The Journal* by their respective companies / organisations
* obtaining permission for the reproduction of any third-party material covered by copyright.
* ensuring content generated by artificial intelligence (including text, figures, images, and code) is clearly disclosed as such in an acknowledgments section.

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# Journal Indexes and Research Databases

Articles published within The Journal are listed in the following abstract and citation databases that are used for academic and scholarly research: -

* Scopus (Elsevier)
* Web of Science (Clarivate)