

JVS Production guidelines

1. General guidelines

- Papers are published only in English. American English spelling and punctuation is required. For spelling questions, contributors should consult *Merriam Webster's Dictionary* <http://www.merriam-webster.com/>
- Vietnamese names, places, and words should include the appropriate diacritics and typed in Unicode. JVS prefers the use of Unicode in Times New Roman. You may find free downloadable versions of Vietnamese Unicode online. VNI is not accepted. One possible source is:
http://sourceforge.net/project/showfiles.php?group_id=29439&package_id=36382&release_id=410988
- Contributors are responsible for typing all non-English words in the proper script with a Unicode font.
- Manuscripts should be compiled in the following order: (1) title; (2) author; (3) main text; (4) author's note, including acknowledgements; (5) 100-word maximum abstract; (6) 3-6 keywords; (7) appendices, if appropriate; (8) references. Tables (MS Word only), figures, and images should be saved as separate documents. See "JVS production template."
- Section headings should be concise. There can be up to three levels of section headings, which should be color coded. There should not be a section heading on the first page of the article (e.g., "Introduction"). See "JVS production template."

2. Style guidelines

- All references should be formatted as endnotes, not footnotes. If contributors choose to use endnotes, they should NOT include a bibliography. Contributors may use Author-Date with a bibliography only if they choose not to use endnotes. For more guidance, see "JVS Reference Guidelines" on Author-Date reference system.

3. Figures

- Figures must be saved separate from text. Please do not embed figures in the main text.
- Please be sure that all imported scanned material is scanned at the appropriate resolution (minimum 300 dpi grayscale). Images and figures should be saved as a Tiff (tagged image file format). Images that were originally scanned as Jpegs and resaved as a Tiff may be blurry when published.
- All figures must be numbered in the order in which they appear in the paper (e.g. figure 1, figure 2). In multi-part figures, each part should be labeled (e.g. figure 1(a), figure 1(b)). In the main text, authors should indicate placement of figures (e.g., <insert figure 1 around here>, <insert table 1 here>).

- Figure captions must be saved separately, as part of the file containing the complete text of the paper, and numbered correspondingly.
- The filename for a graphic should be descriptive of the graphic, e.g. Figure 1, Figure 2a.
- Maps should be prepared where the topography is important for an understanding of the text. Photographs should specifically enhance the text and carry full captions and attributions.

4. Reproduction of copyright material

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