

# Specific Guidelines for Authors

Prospective authors are asked to observe the following guidelines.

1. **Engaging Introduction:** Write in a readable and inviting style, aiming to capture the reader's attention from the start. The first paragraph of the article should convey clearly what the article is about. For example, the opening paragraph could be a surprising conclusion, a challenge, a figure with an interesting question, or a relevant anecdote. Importantly, it should carry an invitation to continue reading.
2. **Catchy Title:** Title the article with an appropriate and catchy phrase that captures the spirit and substance of the article.
3. **Style:** Avoid a 'theorem-proof' format. Instead, integrate proofs into the article in an informal way.
4. **Balance:** Refrain from displaying long calculations. Strike a balance between providing too many details and making sudden jumps that depend on hidden calculations.
5. **Accessible language:** Avoid specialized jargon and notation that will be familiar only to specialists. If technical terms are needed, please define them.
6. **Use visuals:** Where possible, provide a diagram or a photograph that captures the essence of a mathematical idea. Never omit a diagram if it can help clarify a concept.
7. **Concise References:** Provide a compact list of references, with short recommendations.
8. **Exercises and Questions:** Make available a few exercises, and some questions to ponder either in the beginning or at the end of the article.
9. **Citation format:** Cite sources and references in their order of occurrence, at the end of the article. Avoid footnotes. If footnotes are needed, number and place them separately.
10. **Abbreviations and Acronyms:** Explain all abbreviations and acronyms the first time they occur in an article. Make a glossary of all such terms and place it at the end of the article.
11. **Labelling visual elements:** Label and number all diagrams, photos and figures included in the article. Attach them separately with the e-mail, with clear directions. (Please note: the minimum resolution for photos or scanned images should be 300 dpi).
12. **Precise references to visuals:** Refer to diagrams, photos, figures and tables by their numbers and avoid using references of these kinds: 'here', 'there', 'above', 'below', 'to the left', 'to the right'.
13. **Author Bio:** Include a high-resolution photograph (author photo) and a brief bio (not more than 50 words) that gives readers an idea of your experience and areas of expertise.
14. **British Spelling:** Adhere to British spellings – organise, not organize; colour not color, neighbour not neighbor, etc.
15. **Format for submission:** Submit articles in MS Word format or in LaTeX.