1973-05

Back Matter

The Ohio Journal of Science. v73, n3 (May, 1973), 999
http://hdl.handle.net/1811/21982

*Downloaded from the Knowledge Bank, The Ohio State University's institutional repository*
PREPARATION OF MANUSCRIPTS FOR PUBLICATION IN THE OHIO JOURNAL OF SCIENCE

The following suggestions are presented in order to minimize revisions and editorial corrections. Uniformity of style and format facilitates attention to detail by authors and editors.

STYLE. Recent issues of the Journal should be examined so that authors become familiar with its general style. Manuscripts should be neatly typewritten on 8½ x 11 inch paper with wide margins and double-spacing throughout. Pages should be numbered consecutively. Extensive quotations in the text should be typed with slight word or close together. Words and phrases to appear in italics should be underlined in the typewritten copy. Acceptable symbols should be used for units of measurement; e.g., see Style Manual For Biological Journals, compiled by the Conference of Biological Editors of the American Institute of Biological Sciences, 2000 P Street N. W., Washington D. C. 20036.

Title is to be typed in capital letters. Scientific names of organisms in the title should be underlined. The author's name should be typed in capital letters below the title. The address of the department, institution, city and state which are to be credited with supporting the author and his work should be typed (caps and lower case) below the author's name and underlined. If more than one institution is to be credited, their names should appear in the order corresponding with the authors' names.

Main headings are to be typed in capital letters, centered and not followed by a period; secondary headings are to be typed in lower case with the initial letter of main words capitalized and each word in the heading underlined. Terminology should appear at the beginning of a paragraph, followed by a period and a dash.

TABLES. Tables are to be typed, double-spaced, on separate sheets of paper, one table to a page, numbered consecutively, and placed in a group at the end of the manuscript. Keep the number of tables at a minimum; numerous small tables especially should be avoided. When the headings for a number of tables are similar, an attempt should be made to avoid numerous duplicates thereby saving space. Use of double horizontal line immediately below the title of the table and a single horizontal line below the column headings and at the bottom of the table. Do not use horizontal lines in the interior of the table and use no vertical lines. Tables should be placed vertically so that such lines are not original with the author must bear permission for use and credit to the originator.

FOOTNOTES. Footnotes to tabular data should be noted by asterisks, daggers, or other signs to avoid confusion with numerals in the table or elsewhere. The general style desired in tables can be seen by examining recent issues of the Journal. They should not be numbered. The page should be entitled REFERENCES or LITERATURE CITED, arranged alphabetically by author's last name, and typed, double-spaced, on a separate sheet of paper at the end of the manuscript. Use of illustrations cannot be combined in a single engraving. As a general rule the dimensions should be no greater than 9 x 15 inches. If carefully drawn they must be no more than 50 percent larger than the size desired when in print. Special care should be taken to insure that a figure does not occupy any more space than necessary. Excessive white space should be eliminated. Line drawings for reproduction are often made too large. As a general rule the dimensions should be no greater than 9 x 15 inches. If carefully drawn they need be no more than 50 percent larger than the size desired when in print. Special care should be taken to insure that all lettering is large enough to be read after reduction. A graphic scale should be drawn on each figure to automatically indicate the size of the original regardless of reduction. Original drawings should be submitted for making engravings. In addition to the original illustrations, two photographic copies of each (no larger than 8½ x 11 inches) must accompany the manuscript to avoid delay in review. Photographs cannot be combined in a single engraving. Each figure must have a suitable legend, even though it may be completely described in the text.

ABSTRACTS. The abstract should be a concise summary of the significant facts contained in the paper. It should be sufficient within itself, presenting the main conclusions of the paper, any new compound, species, or mineral, etc., described, and any new methods or procedures critical to the results presented in the paper. It should be brief and written in about 250 words and preferably shorter, but complete sentences should be used to promote comprehension and clarity and to avoid ambiguity. Words such as "are presented" or "is explained" should be avoided. Abstracts are not to contain tables, references, or footnotes.
SUPPORT YOUR ACADEMY

ENROLL A NEW MEMBER TODAY!

DATES OF FUTURE OHIO ACADEMY OF SCIENCE MEETINGS

1974—College of Wooster—April 25–27
1975—Denison University—April 24–26
1976—Miami University
1977—Capital University