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The Preparation of Notes for Publication in
The Ohio Journal of Science

Contributions of an abbreviated nature can be reviewed and published more rapidly than complete papers. These manuscripts, known as notes or letters to the editor, are articles which occupy two printed pages or less (equal to about three and one-half double-spaced typewritten pages with no more than one figure or short table.)

The style for notes is the same as that of the Ohio Journal of Science for complete papers with the following exceptions:

- **Title** placed at the beginning of the first paragraph, followed by a period, two spaces, and the first sentence of the text. No abstract or summary is required.

- **Author's name** (or names) preceded by a dash, will be located at the end of the text, followed by the name, address, and zip code of the institution.

- **Literature cited** should be brief, and references should be listed at the end of the note according to the Ohio Journal of Science style.

Notes will be reviewed by specialists in the area concerned, and processed as rapidly as possible by the editorial staff. It is hoped that by facilitating publication of notes, the Ohio Journal of Science can be of greater service to members and readers in rapid reporting of current advances.
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 necessitates attention to detail by authors.

STYLE. Recent issues of the Journal should be examined so that authors become familiar with its general style. Manuscripts should be typed on 8 1/2 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 slightly wider margins. Words and numerals to appear in italics should be underlined in the typed 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., 1956.

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, 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. Tertiary headings 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 combine the tabular data thereby avoiding numerous repetition of the same headings. Use a double horizontal line 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 planned and prepared with proper spacing so that such lines are not necessary.

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.

The position of the tables in the text as preferred by the author should be indicated on the galley proof. Tables are referred to in the text as "Table 1" or "(Table 1)."

ILLUSTRATIONS. All illustrations are referred to as "figures" and must be numbered consecutively. They may be photographed or line drawings in black India ink. As many as possible of the illustrations should be grouped and mounted close together on heavy white cardboard, for reproduction grouped as a single cut is more economical. Each figure should be identified along the bottom edge with author's name, figure number, and size after reproduction, and on the back with author's name and title of manuscript. Use of illustrations not original with the author must bear permission for use and credit to the originator.

Make the size and proportions of each group of illustrations suitable for reduction to the width of the printed page (5") and any portion of the length (7 1/2"). 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 reproduction. 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 8 1/2 x 11 inches) must accompany the manuscript to avoid delay in review.

Projected illustrations (usually fold-out maps) will be accepted for publication only by special arrangement with the editor and assumption of incurred additional expense by the author.

Figure captions should be typed, double-spaced, in a list on a separate sheet of paper included with the manuscript to go to the printer. They should not be affixed to the figure which goes to the engraver.

Caption of figures assembled together may be typed, double-spaced, on a separate sheet of paper with the heading FIGURE CAPTIONS. Figures are referred to in the text as "figure 1" or "(fig. 1)." Line drawings and 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.

FOOTNOTES. Footnotes to tables are permissible as described above. Reference to the literature is not permitted as footnotes but must be handled as described below. Acknowledgments are in the regular text at the end of the summary, just before Literature Cited.

Text footnotes are to be avoided and only two kinds are permissible. A footnote on the title may be used to state "Department publication No. . . . Supported by a grant from . . ." or "Part of a dissertation submitted in partial fulfillment . . ." A footnote on the author's name may be used to state "Present address . . ." or "Fellow of the . . ." All other material or comments must be incorporated in the text.

REFERENCES or LITERATURE CITED. References to scientific literature should be accumulated in a list arranged alphabetically by author's last name, and typed, double-spaced, on a separate sheet of paper at the end of the manuscript. They should not be numbered. The page should be entitled REFERENCES or LITERATURE CITED, typed in caps and centered. Examine recent issues of the Journal for the detailed form. References are referred to in the text as "Patterson (1940)" or "(Patterson, 1940)." In case of more than two authors, "--- et al."

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, any new test, or procedure critical to the results presented in the paper. It should be brief and concise, not over 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 illustrations, tables, references, or footnotes.


THE OHIO JOURNAL OF SCIENCE
OHIO ACADEMY OF SCIENCE PUBLICATIONS

LABORATORY MANUAL FOR PLANT ANATOMY, Richard A. Popham, 228 pp., is available in quantities for classroom use from the Ohio Academy of Science, 445 King Avenue, Columbus, Ohio 43201.


ENERGETICS AND FITNESS SYMPOSIUM. 64 pp. is available at $3.50 from the Ohio Academy of Science office.

DATES TO REMEMBER

OHIO ACADEMY OF SCIENCE MEETINGS

The Council of The Ohio Academy of Science will meet November 8, 1975.

The Ohio Academy of Science 1976 Annual Meeting will be held April 22–24, 1976, at Miami University. Contact Dr. John Thompson, Geography Department, Miami University, Oxford, Ohio 45056.

The Ohio College Biology Teachers Conference will meet on October 25, 1975 at Muskingum College. The topic will be New Resources for Biological Teaching, and will include workshops, mini courses, speakers and demonstrations. For details, contact Francis Yow of Kenyon College.

The deadline for submission of papers for the 1976 JSHS is December 15, 1975. Papers should be submitted to Prof. Dee Mowry, Ohio University, Lancaster, Ohio 43130.

Geobotany Conference. February 21, 1976. Bowling Green State University. Invited papers in paleobotany, palynology and ecology will be presented. For further information, write to Dr. Robert C. Romans, Department of Biological Sciences, Bowling Green State University, Bowling Green, Ohio 43403.