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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. Three copies of the manuscript should be submitted typewritten on 8.5 x 11 inch paper with wide margins and double-spacing throughout, except in tables and figures. Manuscripts submitted to the JOURNAL should be assembled in the following manner: title; author’s name and address; abstract (unless a brief note); body of the paper composed of introduction, methods and materials, results, and discussion; acknowledgements (if applicable); literature cited; tables (if applicable); figure legends; and figures (if applicable). Manuscripts not in this format will be returned. In addition, please indicate an appropriate running head for your paper, consisting of no more than 38 letters and spaces combined. Do not submit a title or cover page. Page one should include title, author(s), authors’ address(es) and an abstract. The only words that should be underlined are scientific names. Use Arabic numbers instead of spelling out numbers in most cases except the number one and numbers beginning a sentence. Use active voice in most cases. Pages should be numbered consecutively. Extensive quotations in the text should be typed with slightly wider margins. Acceptable symbols should be used for units of measurements; e.g., see Style Manual For Biological Journals, compiled by the Conference of Biological Editors of the American Institute of Biological Sciences, 2000 F Street, N. W. Washington D. C. 20006 (CBE Style Manual).

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 that are to be credited with supporting the author and his work should be typed (caps and lower case) below the author’s name. If more than one institution is to be credited, the names should appear in the order corresponding with the authors’ names.

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. Footnotes to tabular data should follow the Chemical Abstracts or CBE Style Manual form for abbreviations. Examine recent issues of the JOURNAL to become familiar with its general style. The abstract should be a meaningful summary of the significant facts contained in the paper. It should be sufficient within itself, presenting the main conclusions of the paper and any new methods or procedures critical to the results presented in the paper. It should be brief (not over 250 words) but complete sentences should be used to promote comprehension and clarity. Words such as “is presented,” “is explained,” or “is discussed” should be avoided. Author abstracts from the JOURNAL appear in the major abstracting journals of the world and may be the only contact that other scientists have with your work.
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