Back Matter
AUTHOR'S INSTRUCTIONS FOR PREPARATION OF MANUSCRIPTS FOR PUBLICATION IN THE OHIO JOURNAL OF SCIENCE

THE OHIO JOURNAL OF SCIENCE considers for publication submissions of the following nature:

1. Solicited Submissions – Book Reviews, Research Reviews.

2. Unsolicited Submissions – Brief Notes, Research Reports.

Solicited submissions will be requested by the editor or by a member of the editorial board. Book Reviews will be requested of individuals expert in the subject matter of the book to be reviewed. The approximate length will be 750 words, and the text will include a brief description of the subject matter addressed by the volume, its outstanding strong points, and any obvious weaknesses. Research Reviews will be requested to serve as surveys of extensive studies of the literature in an area in science in which Academy members have an interest. In general, reviews will comprise five to ten printed pages. Organization and format of solicited material will be determined by the author(s) and the editorial staff.

Unsolicited submissions, in the form of presentations of quantitative or qualitative data pertinent to any of the sections of the Academy listed inside the front cover, will be considered for peer review. Brief Notes are manuscripts which will be published on less than two printed pages (i.e., less than six pages of typescript) and will contain no more than one piece of illustrative material (i.e., table, figure, or other illustrations). The editor will identify papers which meet these criteria as Brief Notes if not so categorized by authors. Research Reports are papers which will extend beyond two printed pages and which will contain two or more pieces of illustrative material Regardless of the length of manuscript, unsolicited submissions should be organized according to the following format:

Page 1 – Title, Author(s), Affiliation(s), Abstract

Page 2 and the remainder – Body of the Paper in the order: Introduction, Materials and Methods, Results, Discussion, Acknowledgements, Literature Cited, Tables, Figure Legends, Figures.

STYLE. The general style of papers previously published by THE OHIO JOURNAL OF SCIENCE should be employed, and can be determined by reading recent issues of THE OHIO JOURNAL OF SCIENCE. Manuscripts should be typewritten with wide margins on 21.6 x 27.9 cm (8.5 x 11 in) paper, and be double-spaced throughout including the title and abstract. The only words to be underlined are scientific names. Spell out numbers one through nine and use Arabic numerals above nine. Extensive quotations must be incorporated into the text. Footnotes to tables are permissible, and are encouraged to promote clarity. Footnotes should be used to clarify possible questions within the table, and should be noted by asterisks, daggers, or other symbols to avoid confusion with numerical data. General style of tables can be seen in recent issues of THE OHIO JOURNAL OF SCIENCE.

TABLES. Tables must be typed double-spaced, one table to a page, numbered consecutively, and placed in the manuscript after Literature Cited. Since tables must be individually typeset for the printer, original data should be given as shown when it is expected that the table will extend beyond two printed pages and which will contain two or more pieces of illustrative material. Regardless of the length of manuscript, unsolicited submissions should be organized according to the following format:

Title, Author(s), Affiliation(s), Abstract

Page 2 and the remainder – Body of the Paper in the order: Introduction, Materials and Methods, Results, Discussion, Acknowledgements, Literature Cited, Tables, Figure Legends, Figures.

STYLISTIC CONVENTIONS. Footnotes should not be used with the following exceptions. A footnote to the title will be added editorially to state the dates of manuscript submission and revision. A footnote to name(s) of author(s) may be used to indicate a present address different from that at which the research was done, or to indicate to whom inquiries should be directed. All other material or comments must be incorporated into the text. In no case should literature citations be inserted as Footnotes. They must be listed in the Literature Cited section. Footnotes to tables are permissible, and are encouraged to promote clarity.

Attention to the above instructions will minimize the need for revision and editorial correction, and will shorten the time from submission to publication.

DISCUSSION. This section should consist of the comparing and contrasting of data collected in the presented study with that previously reported in the literature. A goal is to incorporate at least one literature citation and one reference to illustrative material from the Results section into each paragraph of discussion. Unless there are specific reasons to combine the two, as explained by the author in the letter of transmittal, Results and Discussion should be separate sections.

ACKNOWLEDGMENTS. Colleagues and/or sources of financial support to whom thanks are due for assistance rendered in completion of the research or preparation of the manuscript should be recognized in this section rather than in the body of the text.

LITERATURE CITED. References to scientific literature should be arranged alphabetically by first author's last name according to the following examples.


Abbreviation of journal titles should be supplied by the author, and should follow the CBE Style Manual form. References in the text are of the form Patterson (1940) or (Patterson 1940) if more than two authors appear, the form should be Patterson et al. (1940), with all authors listed in the Literature Cited section.

FIGURE LEGENDS. Each figure must have a complete legend even though the material is described in the text. The legends should not be placed on the figure, but should be typed in order, double-spaced, on a separate sheet which precedes the figures in the manuscript. Figures should be referred to parenthetically in the text, for example (Fig. 1).

FIGURES. All illustrations are referred to as "figures," and must be numbered consecutively. Figures may be photographs, or hand- or computer-generated line drawings on the size of black ink. For large black ink. For large size illustrations, the illustrations should be grouped and mounted close together on white cardboard for reproduction as a single unit; however, line drawings and photographs should not be grouped together or combined in a single figure. Each figure, or collection of figures, should be identified by name of author(s) and figure number, and on the back with name of author(s) and manuscript title. Illustrations other than those generated by the author must bear permission for use and credit to the originator. ORIGINAL ART WORK WILL NOT BE RETURNED UNLESS SPECIFICALLY REQUESTED AT TIME OF SUBMISSION. THE AUTHOR MUST SUPPLY A STAMPED SELF-ADDRESSED ENVELOPE FOR RETURN. The size and proportions of each illustration or group of illustrations should be suitable for reduction to the width and length of the printed page (17.8 x 24.1 cm; 7 x 9.5 in). Care should be taken to minimize the space occupied by any figure, and excessive white space should be avoided. Line drawings should not exceed 20 x 25 cm (8 x 10 in). If carefully drawn, figures need be no more than 33% larger than the size desired in print. Lettering should be done of a size to ensure that it can be read after reduction. On maps and other illustrations where original size is a concern, a graphic scale should be incorporated into the figure. Besides the original art work for each illustration, two photocopies of each should be submitted to avoid delay in the review process.

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Attention to the above instructions will minimize the need for revision and editorial correction, and will shorten the time from submission to publication. Any questions which are not answered by these instructions, by examining papers in recent issues of THE OHIO JOURNAL OF SCIENCE or by the CBE Style Manual, 5th ed., should be addressed to the editor.
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