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 form 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 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 single-space between words and centered. Words and numbers to appear in italics should be underlined in the text. 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 F Street N. W., Washington D. C. 20006.

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.

Footnotes to 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 photographs 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 or collection of figures in a plate 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.

Footnotes to tabular data should be noted by asterisks, daggers, or other signs to avoid confusion with numerals in the text or elsewhere. The general style desired in tables can be seen by examining recent issues of the Journal.

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PROJECTED ILLUSTRATIONS. Photographs (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.

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Text footnotes are to be avoided and only two kinds are permissible. A footnote on the title may be used to state "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 the last name of the author; double-spaced, on separate sheets, and typed in lower case with the initial letter of main words capitalized and each word in the heading underlined. They should be planned and prepared with proper spacing so that such lines are not necessary.

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Make the size and proportions of each group of illustrations suitable for reduction to the width of the printed page (9 ½) and any portion of the length (11½). 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.

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