

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 8.5×11 inch paper with wide margins and **double-spacing throughout**. (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 P Street, N. W. Washington D. C. 20036 (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; 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. Use a 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 planned and prepared with proper spacing so that such lines are unnecessary. 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.

ILLUSTRATIONS. All illustrations are referred to as "figures" and must be numbered consecutively. All figure legends should be double-spaced on one sheet. They may be photographs or line drawings in black ink. Illustrations should be grouped and mounted close together on white cardboard for reproduction as a single cut; grouping is more economical. Each figure or collection of figures in a plate should be identified along the top edge with *author's name and figure number*, 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. Line drawings and photographs should not be combined in a single figure. ORIGINAL DRAWINGS WILL NOT BE RETURNED UNLESS SPECIFICALLY REQUESTED BY THE AUTHOR AT TIME OF SUBMISSION.

Make the size and proportions of each group of illustrations suitable for reduction to the width and length of the page (5¼×7¼ inches). Care should be taken to insure that a figure does not occupy 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 8×10 inches. If carefully drawn, figures need be no more than 33% larger than the size desired 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 or single weight glossy photographs should be submitted for making engravings. In addition to the original illustration, 2 photographic or xerox-type copies of each figure must accompany the manuscript to avoid delay in review.

Captions for figures should be typed in order, double-spaced, on a separate page with the heading FIGURE LEGENDS. Figures are referred to in the text as figure 1 or (fig. 1). The legend should not be placed on the figure that goes to the engraver. Each figure must have a complete legend even though the material is described in the text.

FOOTNOTES. Citations in the text should not be inserted as footnotes but should be included in the LITERATURE CITED. Text footnotes are to be avoided except for: a footnote to the title stating when the manuscript was submitted and revised, acknowledgment of financial support for the article, or departmental or institutional publication numbers. A footnote to the author's name may be used to indicate present address. All other material or comments must be incorporated into the text. *ACKNOWLEDGMENTS* appear in the regular text as a paragraph at the end of the paper. Footnotes to tables are permissible and are encouraged so that the reader can understand the table without reference to the text.

LITERATURE CITED. Reference to scientific literature should be arranged alphabetically by author's last name, and typed, double-spaced, on a separate page at the end of the text. Literature Cited references should follow the Chemical Abstracts or CBE Style Manual form for abbreviations. Examine recent issues of the JOURNAL for details of the form. Use minimal punctuation and *no underlines*. References are indicated in the text as Patterson (1940) or (Patterson 1940). In the case of more than 2 authors, ——— *et al.* may be used in the text, but all coauthors must be listed in order in the Literature Cited section.

ABSTRACTS. 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.

NEW BOOKS

The Environment: Chinese and American Views

**Edited by Laurence J. C. Ma
and Allen G. Noble
University of Akron**

**Published for
The Ohio Academy of Science
by Methuen and Co. Ltd.
New York and London**

Proceedings of the world's first joint U.S.-China Symposium sponsored by The Ohio Academy of Science with the cooperation of the Association of American Geographers, The Ford Foundation and the National Science Foundation at the Johnson Foundation's Wingspread Conference Center at Racine, Wisconsin on October 13-14, 1978. 397 pages. 29 authors—world leaders in geography from The Peoples Republic of China and The United States of America. 24 chapters in five parts: (1) Agricultural Development, Human Settlement and the Environment; (2) The Impact of Water on Environment; (3) Urban Development and the Environment; (4) Environmental Monitoring; (5) Environmental Education and Global Problems.

\$28 postpaid from

**The Ohio Academy of Science
445 King Avenue
Columbus, OH 43201**

Management of Toxic Substances in our Ecosystems: Taming the Medusa

**Edited by
Barney W. Cornaby
Battelle's Columbus Laboratories**

**Published for
The Ohio Academy of Science
by Ann Arbor Science
Woburn, Massachusetts**

Proceedings of an Ohio Academy of Science symposium cosponsored by Battelle, Kent State University, Miami University, Oberlin College, the Ohio Biological Survey, The Ohio State University and the University of Akron at the Battelle Auditorium, Columbus, Ohio on March 7-8, 1980. 186 pages. 9 authors—nationally recognized experts provide an overview of the entire toxic substances problem. They analyze major issues in environmental toxicology and carcinogenesis, including new bioassay protocols, synergisms and antagonisms of chemical mixtures, extrapolation from animals to man, chronic effects, and control technology of toxic substances. Chapters include: Toxic Substances: Clear Science, Foggy Politics; Environmental Carcinogens: The Human Perspective; Ecosystem Theory and the Unexpected; Implications for Environmental Toxicology; Paradigms in Multiple Toxicity; Development of New Bioassay Protocols; Toward Improved Control of Toxic Substances.

\$25 postpaid from

**The Ohio Academy of Science
445 King Avenue
Columbus, OH 43201**