

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 even though many points may seem arbitrary. The cooperation of authors in the preparation of manuscripts will permit the publication of greater numbers of papers with the limited funds available.

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, including title, footnotes, quotations, tables, literature cited, headings, and legends. 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.

Leave a 3-inch margin at the top of the first page above the title. 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.

Main headings are to be typed in capital letters, centered and not followed by a period; sub-headings are to be typed in lower case with the initial letter of main words capitalized and each word in the heading underlined. Sub-headings may be centered or located at the beginning of a paragraph. When a sub-heading appears at the beginning of a paragraph, it is followed by a period and may be numbered. Text should begin below the author's address. Do not use a separate title page.

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. The reason for this is that the type in tables is set by hand and the tables are therefore separated from the regular text by the printer. 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 heading. 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. Use no vertical lines.

Footnotes to tabular data should be noted by asterisks, daggers, or other signs to avoid confusion with numerals in the table and with numbered footnotes 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 should be numbered consecutively. They may be photographs or line drawings in black India ink. 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*. Figures should be identified by unique consecutive numbers. Use of illustrations not original with the author must bear permission for use and credit to the originator. As many as possible of the illustrations should be grouped and mounted close together on heavy white cardboard for reproduction as a single cut. Grouping is economical because the photo-engravers charge for one-half page is about three-quarters of that for a full page and his minimum charge for small figures is about one-half that of a full page. Care should be taken to insure that a figure does not occupy any more space than necessary. Excessive white space should be eliminated.

Make the size and proportions of each group of illustrations suitable for reduction to the width of the printed page (4½") and any portion of the length (7½"). Line drawings for reproductions 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. Original drawings should be submitted for making engravings. In addition to the original illustrations, a photographic copy of each (no larger than 8½ X 11 inches) should accompany the manuscript to facilitate transmissal of the manuscript to the reviewers.

Magnifications stated in the figures or in the explanation of the figures should refer to the magnification after reduction. Or a scale may be drawn on the figure which will automatically indicate the size of the original regardless of reduction.

Explanation of single figures 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.

Explanation of figures assembled together in a plate may be typed, double-spaced, on a separate sheet of paper with the heading EXPLANATION OF FIGURES IN PLATE. Figures are referred to in the text as "figure 1" or "(fig. 1)."

FOOTNOTES. Text footnotes should be avoided if at all possible. Reference to the literature is not permitted as a footnote but must be placed in the section on *References or Literature Cited*. Acknowledgments are incorporated in the regular text at the end of the summary, just before the literature cited.

If text footnotes must be used they should be typed, double-spaced, in sequence on a separate sheet of paper and put at the end of the manuscript. They are referred to by means of superscript numerals.

Two kinds of text footnotes are permissible. A footnote on the title of the article may be used for a statement such as "Department publication 522," or "Part of a dissertation submitted in partial fulfillment . . ." A footnote on the author's name may be used for a statement such as "Present address . . ." or "Fellow of the . . ."

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 text. 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 Paterson (1940) or (Paterson, 1940).

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