1977-07

Back Matter

The Ohio Journal of Science. v77, n4 (July-August, 1977), 999
http://hdl.handle.net/1811/22470

Downloaded from the Knowledge Bank, The Ohio State University's institutional repository
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. Manuscripts should be neatly typewritten on 8.5X11 inch paper with wide margins and double-spacing throughout. 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. 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 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 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. 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. They may be photographs or line drawings in black ink. Illustrations should be grouped and mounted closely together on the page and numbers of reprints to be made on 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 (5X7 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 8X10 inches. If carefully drawn, figures need be no more than 35% 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, two 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 which 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. ACKNOWLEDGMENT 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 Ohio J. Sci. 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 two 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 developed in the research itself. The paper 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 Ohio J. Sci. appear in the major abstracting journals of the world and may be the only contact that other scientists have with your work.
SALE--$2.00 each

For a limited time only we are reducing the price of the following issues of The Ohio Journal of Science.

Symposia

Strip Mine Reclamation—1964
Biological Implications of Strip Mining—1975
Geology of Industrial Limestone and Dolomite—1966
On Population Pressure—1968
Trapping Solar Energy—1953
Energetics and Fitness—1974

Other

Rare and Endangered Vertebrates of Ohio—1973
Cedar Bog—1974

Order from: The Ohio Academy of Science
445 King Avenue
Columbus, Ohio 43201
(614) 424-6045

OHIO ACADEMY OF SCIENCE PUBLICATIONS

LABORATORY MANUAL FOR PLANT ANATOMY, Richard A. Popham, 228 pp., is available in quantities for classroom use from the Ohio Academy of Science, 445 King Avenue, Columbus, Ohio 43201.
