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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 8½ X 11, inch paper with wide margins and double-spacing throughout. Pages should be so numbered that they may be referred to easily. Extensive quoted material should be typed in lower case with the initial letter of main words capitalized and each word in the heading underlined. 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; secondary headings are to be typed in lower case with the initial letter of main words capitalized and each word in the heading underlined. Tertiary headings should appear at the beginning of a paragraph, followed by a period and a dash.

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 in avoiding numerous repetitions of the same headings. 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 a table. 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.

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 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 single items, 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 date 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.

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Each figure must have a suitable legend, even though it may be completely described in the text.

FOOTNOTES. Footnotes to tables are permissible as described above. Reference to the literature is not permitted as footnotes, but must be handled as described below. Acknowledgments are incorporated in the regular text at the end of the summary, just before LITERATURE CITED.

Text footnotes are to be avoided and only two kinds are permissible. A footnote on the title may be used to state "Department publication No. . . ." or "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.

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ABSTRACTS. The abstract should be a concise summary of the significant facts contained in the paper. It should be sufficient within itself, presenting the main conclusions of the paper, any new compound, species, or mineral, etc., described, and any new methods of procedures critical to the results presented in the paper. It should be brief and concise, not over 250 words and preferably shorter, but complete sentences should be used to promote comprehension and clarity and to avoid ambiguity. Words such as "are presented" or "is explained" should be avoided. Abstracts are not to contain illustrations, tables, references, or footnotes.
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