

# The OHIO JOURNAL of SCIENCE

## Author's Instructions for Preparation of Manuscripts (Revised 26 Nov 2013)

The *Ohio Journal of Science* considers solicited **Book Reviews** and **Research Reviews**, and unsolicited **Brief Notes** and **Research Reports**. Solicited submissions will be requested by the editor. Research Reviews will be requested to serve as extensive surveys of the literature of an area of science, engineering or technology in which Academy members have an interest. Unlike Research Reports, the format of Research Reviews may be negotiated with the Editor but must contain a brief historical section and must extensively cite previous work.

Unsolicited submissions, in the form of presentations of quantitative or qualitative data (results) will be considered for peer review. Brief notes are manuscripts that are fewer than 3 printed pages (approximately 6 typed pages) and contain no more than one table, figure or other type of illustration. The editor will identify papers which meet these criteria as Brief Notes if not already categorized as such by the author. Research Reports are those papers which are longer than 3 pages or contain more than one illustration.

All manuscripts will be organized as follows:

Page 1– Title, Author(s), Running Head, Abstract

Page 2 and remainder–Introduction, Materials and Methods, Results, Discussion, Acknowledgments, Literature Cited, Tables, Figure Legends, Figures.

**STYLE.** The *CBE Manual for Authors, Editors, and Publishers*, 7th Ed. is used for editorial decisions with regard to style. Manuscripts should be typewritten using 1 inch margins on 8.5 x 11 inch paper. Article titles should be **sentence case** with only the first word and proper nouns capitalized. Text should be left-justified using twelve point type. Three copies should be submitted. Manuscript should be 1.5 spaced throughout, including the title and abstract. Arabic numerals should be used in preference to words when the number designates anything that can be counted or measured (7 samples, 43 species). One exception to this use is that numerals are not used to begin a sentence (Twenty-one species were found in . . .). The 2nd exception is when 2 numeric expressions are adjacent in a sentence. The number easiest to express in words should be spelled out and the other left in numeric form (The sections were divided into eight 4-acre plots.). Measurements and physical symbols or units shall follow the International System of Units (*SI Le Système international d'unités*) with metric units stated first, optionally followed by United States units in parentheses. *E.g.*: xx grams (xx ounces). Avoid personal pronouns throughout the manuscript and abstract.

**TITLE, AUTHOR(S), AFFILIATION(S).** The first page of the manuscript should contain the title, author(s) name(s), the affiliation of the author(s) at the time the research was carried out, a shortened title (running head), and the abstract. The title must be typed in upper and lower case letters as it will appear when typeset. Name(s) of the author(s) should be typed in capital letters below the title. The address (department, institution, city, state, postal code, country if not USA) should appear below the name of the author(s). If more than one institution is to be credited, they should appear in the order of the authors' affiliation. A running head of not more than 38 letters and spaces should be typed in capital letters between the address and the abstract.

**ABSTRACT.** In 250 or fewer words summarize any new methods or procedures critical to the results of the study, state the results and conclusions.

**INTRODUCTION.** The introduction should describe the knowledge that gave rise to the question examined by, or the hypothesis posed for the research.

**MATERIALS AND METHODS.** This section should describe the research design, the methods and materials used in the research (subjects, their selection, equipment, laboratory or field procedures), and how the findings were analyzed.

**RESULTS.** The text of the results should be a descriptive narrative of the main findings, of the reported study. This section should not list tabulated data in text form. Reference to tables and figures included in this section should be made parenthetically in the text.

**DISCUSSION.** This section should compare and contrast the data collected in the presented study with that previously reported in the literature. Unless there are specific reasons to combine the two, as explained by the author in the letter of transmittal, Results and Discussion should be two separate sections.

**ACKNOWLEDGMENTS.** Colleagues and/or sources of financial support to whom thanks are due for assistance rendered in completion of the research or preparation of the manuscript should be recognized in this section rather than in the body of the text.

**LITERATURE CITED.** References to scientific literature should be arranged alphabetically by first author's last name using the Name/Year (N-Y) method as described in the *CBE Manual*.

### Journals:

Author(s). Year. Article title. Journal title volume number (issue number):inclusive pages. [Italicize only scientific names, not names of journals.]

Thomison JB. 1988. Uniform requirements for manuscripts. *South Med J* 81(8):947-52. [Use last name + space + first and middle initial w/o space. Separate names of multiple authors with commas and do not use "and." For example, Smith JB, Jones PW, Granger GR. Year. Article title. Journal title volume number (issue number):inclusive pages.]

**Form of citation:** (Thomison 1988) [No comma between name and year.]

### Books:

Author(s). Year. Title. Place of publication; publisher name. Number of pages.

Voet D, Voet JG. 1990. *Biochemistry*. New York: J Wiley. 1223 p.

**Form of citation:** (Voet and Voet 1990)

**Multiple author citation:** (Steiner and others 1992) [Do not use *et. al.*]

**TABLES and FIGURES.** For review purposes, insert tables and figures into manuscript. Additionally, tables must be typed double spaced, one table to a page, numbered consecutively, and placed in the manuscript after Literature Cited. Since tables must be individually typeset, consolidation of data into the smallest number of tables is encouraged. A horizontal double underline should be made beneath the title of the table, and single underlines should be made the width of the table below the column headings and at the bottom of the table. Do not use vertical lines, and do not place horizontal lines in the interior of the table. Use footnotes, to clarify possible questions within the table, should be noted by asterisks, daggers, or other symbols to avoid confusion with numerical data. All illustrations are referred to as "Figures" and must be numbered consecutively. Tiff files are preferred. Figures may be photographs, computer generated drawings or graphs. Illustrations other than those generated by the author(s) must bear permission for use and credit to the originator. Each figure must have a complete legend. The legend should not be placed on the figure, but should be typed in order, double-spaced, on a separate sheet which precedes the figures in the manuscript. Figures should be referred to parenthetically in the text, for example (Fig. 1). The size and proportion of each illustration should be suitable for reduction to a single column. Excessive white space should be avoided. Illustrations will be reduced to one column width (3 and 3/8 inches) or two column width (7 inches) at the discretion of the editor. Lettering should be done of a size to ensure that it can be read after reduction. Incorporate a graphic scale on maps and other illustrations where original size is a concern.

**FOOTNOTES.** Text footnotes **should not be used** with the following exceptions. A footnote to the title may be added editorially to state the dates of manuscript submission and revision. A footnote to name(s) of author(s) may be used to indicate present address different from that at which the research was done, or to indicate the author to whom inquiries should be directed. All other material or comments must be incorporated into the text. Literature Cited should not be inserted as foot-notes. Footnotes to tables are permissible, and are encouraged to promote clarity.

Attention to the above instructions will minimize the need for revision and editorial correction, and will shorten the time from submission to publication. Any questions which are not answered by these instructions, or by consulting the *CBE Manual for Authors, Editors, and Publishers*, 7th Edition, should be addressed to the editor.

### IMPORTANT:

After consulting the manuscript preparation guidelines above, please submit all materials including (1) affirmation of originality, (2) copyright transfer and (3) page charge forms posted at <http://ohiosci.org/instructions-for-authors/> to:

**Manuscript Processing**  
*The Ohio Journal of Science*  
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Columbus OH 43212-2817

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