

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 8½×11 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.

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; 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 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 to combine the tabular data thereby avoiding numerous repetition 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 the table and use no vertical lines.* Tables should be planned and prepared with proper spacing so that such lines are not necessary.

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 a single cut is 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 size 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.

Make the size and proportions of each group of illustrations suitable for reduction to the width of the printed page (5") and any portion of the length (7½"). Care should be taken to insure that a figure does not occupy any 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 9×15 inches. If carefully drawn they need be no more than 50 percent larger than the size desired when 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 should be submitted for making engravings. In addition to the original illustrations, two photographic copies of each (no larger than 8½×11 inches) must accompany the manuscript to avoid delay in review.

Projected illustrations (usually fold-out maps) will be accepted for publication only by special arrangement with the editor and assumption of incurred additional expense by the author.

Figure captions 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.*

Caption of figures assembled together may be typed, double-spaced, on a separate sheet of paper with the heading **FIGURE CAPTIONS**. Figures are referred to in the text as "figure 1" or "(fig. 1)." Line drawings and photographs cannot be combined in a single engraving.

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. . . ." "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.

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. They should not be numbered. 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 "Patterson (1940)" or "(Patterson, 1940)." In case of more than two authors, "— et al." may be used in the text, but all coauthors must be listed in the reference section. Total number of pages should be given for books.

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 or 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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OHIO ACADEMY OF SCIENCE MEETINGS

1974—College of Wooster—April 25-27

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1976—Miami University

1977—Capital University