

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. *Three copies of the manuscript should be submitted* typewritten on 8.5 × 11 inch paper with wide margins and double-spacing throughout. (Manuscripts submitted to the JOURNAL should be assembled in the following manner: title; author's name and address; abstract (unless a brief note); body of the paper composed of introduction, methods and materials, results, and discussion; acknowledgments (if applicable); literature cited; tables (if applicable); figure legends; and figures (if applicable). Manuscripts not in this format will be returned. In addition, please indicate an appropriate running head for your paper, consisting of no more than 38 letters and spaces combined.) Do not submit a title or cover page. Page one should include title, author(s), authors' address(es) and an abstract. The only words that should be underlined are scientific names. Spell out numbers one through nine. Use active voice in most cases. Pages should be numbered consecutively. Extensive quotations in the text should be typed with slightly wider margins. Acceptable symbols should be used for units of measurements; e.g., see *CBE Style Manual*, 5th edition, compiled by the Council of Biology Editors, Inc., 9650 Rockville Pike, Bethesda, MD 20814.

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 that 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. All figure legends should be double-spaced on one sheet. They may be photographs or line drawings in black ink. Illustrations should be grouped and mounted close together on white cardboard for reproduction as 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 (5¼ × 7¾ inches). Care should be taken to ensure 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 8 × 10 inches. If carefully drawn, figures need be no more than 33% larger than the size desired in print. Special care should be taken to ensure 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 photocopies 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 that 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. 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. **ACKNOWLEDGMENTS** 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 *CBE Style Manual* form for abbreviations. Examine recent issues of the JOURNAL 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 critical to the results presented in the paper. It 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 JOURNAL appear in the major abstracting journals of the world and may be the only contact that other scientists have with your work.

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