

INSTRUCTIONS TO AUTHORS

REQUIREMENTS FOR MANUSCRIPTS PRESENTED FOR PUBLICATION

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Department of Conservation and Land Management

Western Australia

The intention of this guide is to facilitate the preparation, editing, typing, layout and proofreading of papers, by the application of common standards available in reference form to all those concerned in the publication process. They are guidelines only and as such may be modified where reason exists. However, if for example, it is obvious that an author has not taken sufficient care to follow the formats, the editor will return the paper un-edited for better presentation.

Close attention to the following instructions will assist publications staff and help to reduce the interval between submission and publication.

All manuscripts must be of the highest possible standard when submitted to the editor. It is the responsibility of the author to have it approved by his/her OIC together with some peer editing, before submission to the editor.

All authors of scientific articles must know and apply the scientific method where appropriate. Authors should be quite clear about the purpose of the paper and the audience for whom they are writing.

They are advised to consider the purpose and readership, and the most appropriate avenue for publication, before commencing to write a manuscript

for publication so that the required standards of quality, format and conventions are realized from the beginning.

Submission:

Two copies of the manuscript should be forwarded to the editor and all accompanying material, for example, tables, figures, illustrations, captions, photographs, should also be sent in duplicate. Authors should be sure to retain a complete copy of the manuscript and all accompanying material for their own reference and to ensure against loss in the mail. A word processor disc should also be sent, if available.

N.B. Publications staff will not undertake to provide copies of manuscripts and accompanying material to anyone for any purpose other than the normal refereeing and policy reviewing procedures of the publication process. Prior to final publication and distribution it is the author's responsibility to deal with any requests or enquiries other than those of the normal publishing procedure.

Materials:

Typescript should be submitted on quality bond white paper, A4 size. The characters must be clear and black. However, some tables and figures may be initially too large when prepared on conventional typewriters; larger paper is acceptable in these circumstances.

Presentation:

Manuscripts, including the summary, figure legends and captions, and references, should be typed on one side of the paper only. Double spacing should always be used throughout the final draft of the manuscript including

footnotes, legends, quotations and literature citations. Single spacing is permissible only where necessary to make a table fit a page. Margins should be liberal: side margins should be at least 4 cm; 3 cm at top and bottom of page.

All pages of the manuscript must be numbered consecutively in arabic numbers throughout the entire paper, beginning with the title page, including those pages containing references, tables, figures, captions and appendices, all of which are placed after the text.

All manuscripts should have a title page containing the title and author's surname and initials.

Each page of the manuscript, including all accompanying material, should contain the author's name typed in the top right hand corner.

Each Table should be numbered consecutively in arabic numbers, and typed on a separate sheet of paper.

Each Figure should be numbered consecutively in arabic numbers and prepared on a separate sheet of paper, with a separate page for each caption.

Any other illustrations should also be numbered consecutively using arabic numbers, and each presented on a separate sheet of paper, with a separate page for each caption.

Each figure and table should be cited at least once in the text, with each text citation to the appropriate figure.

Marginal notes should be added to indicate the point where each table or figure is first cited in the text. The approximate position for the table or figure should be indicated in the text by two parallel lines enclosed "Table 1 near here". Thus:

TABLE 1 NEAR HERE

Each reference cited in the text, tables, and legends must also be listed in the list of references at the end of the paper.

All references listed in the bibliographic section must be cited at least once in the text, tables, or legends.

Papers for publication should be mailed flat. They should be fastened with clamps and clips, they should never be bound or stapled.

Enclose with the manuscript a short covering letter containing information that might be helpful - for example, the number of pages of text; the number of figures; the number of copies of text, tables, and figures; whether the figures are with your manuscript or are being sent separately; whether your manuscript is a single article or part of a series; whether it has been presented at a scientific meeting and, if so, where and when; and who has reviewed the paper prior to submission.

Style

In general, the conventions of style to be followed are those set out in the *Style Manual* published by the Australian Government Publishing Service unless otherwise indicated in these instructions.

Spelling to be followed is the preferred Oxford spelling (the preferred spelling the first mentioned where alternative spellings are listed) with exceptions as detailed in the Australian Government *Style Manual*.

LANGUAGE, NOMENCLATURE, ABBREVIATIONS

LANGUAGE AND JARGON

The work should be presented concisely and clearly using correct English. Do not use a word that is not listed in a dictionary unless it is widely accepted in formal communications in your field. Avoid colloquialisms and eliminate, as far as possible, all jargon.

The technical vocabulary or typical idiom of specialists or workers in a particular discipline is considered jargon. Jargon that meets standards of good etymological practice has a place in formal reports. To be avoided, however, is a vocabulary or jargon so peculiar to a discipline that it inhibits rather than promotes the interchange of ideas beyond that discipline.

Where it may be considered necessary or desirable to use jargon it must be defined, either in the body of the text or as a footnote, or in some works, it may be appropriate to include a glossary.

Some statements in a jargon that may be the normal acceptable idiom in a particular discipline are amusing to readers unfamiliar with that jargon. For example, a surgeon may write in a case description that "the patient left the operating room in good condition". This sentence does not mean that the patient cleaned up the operating room and went out of it but that when the patient was taken from the operating room at the end of the operation, his or her physical condition was satisfactory. Jargon that is standard, formal statement in a particular discipline can be retained; jargon that is informal, slangy, confusing, or ambiguous should be replaced by formal and accurate equivalents.

New Words

Vocab and terminology must be accepted English language. References used are Oxford Dictionary, Chambers Dictionary of Science & Technology and British Forestry Terminology. If terms do not appear in any of those references then they must be either defined in the text or a footnote if they are indispensable and the most accurate term available, or else replaced by a more accurate and acceptable term.

Abbreviations

Essential abbreviations should be written in full when first mentioned followed by the abbreviation in parentheses. Thereafter the abbreviation only may be used in the text. Authors should exercise consistency, and avoid ambiguity, in using abbreviations.

An 's' should not be added to an abbreviation [except for nos (numbers), vols (volumes) and figs (figures) in the sense of illustrations].

In a large document, if repeated only a few times, use in full, do not abbreviate. If there are numerous examples in a large MS that could be confusing spell out in full. Not everything may be acceptably abbreviated. Discriminate according to common sense and a sense of style and clarity.

In a large document that may be used more as a reference than read in total, if abbreviations are to be used, it may be appropriate to include a glossary of abbreviations for reference.

Whatever the style for abbreviations, be consistent.

Abbreviations of generic names, e.g. *A. pulchella* may be used only following mention of the name in full in the text, e.g. *Acacia pulchella* ... next reference may be abbreviated thus *A. pulchella* and when there is no possibility of confusion of genus, e.g. *A. pallidum* = *Astroloma pallidum* not *Acacia*. If this is not quite clear then must be spelled out in full.

Many abbreviations are widely used and understood because they have been sanctioned by international and national scientific organizations or they have become conventional through long use in one or more influential scientific disciplines.

Abbreviations and symbols established by internationally recognized authorities on units or nomenclature, may be used without first spelling out in full.

NOMENCLATURE

Authors and editors are obligated, by general agreement, to accept the rules governing nomenclature as established by international committees and commissions.

BOTANICAL NOMENCLATURE

The basic groups, categories, or taxa (singular, taxon), in descending order, are division, class, order, family, genus, and species. The scientific names of all taxa are treated as Latin, regardless of their derivation. Names of genera and higher ranks may stand by themselves, but the scientific name of a species is a two-word (binary) combination, called a binomial, consisting of a generic name followed by a specific epithet.

The name of a genus or taxon of higher ranks is capitalized, the names of taxa above the ranks of genus are always plural in form and therefore require a plural verb. A generic name that is followed by a specific epithet must be spelled out the first time it is used in the text; subsequently the generic name may be abbreviated to its initial letter if the context makes it clear. Specific epithets are never abbreviated.

The author citation needs to appear only once in an article with the first mention of the taxon; usually it should not appear in the title. Inclusion of the year in which the name was proposed may be important in some articles, for comparison of name priority or for historical or other reasons, and should be written as follows: *Aphis gossypii* Glover 1877.

Complete name

A complete plant name should include the name of the genus (in italics), the name of the species (in italics), and the abbreviated designation of the person who named the plant (in roman type) (for example: *Pinus radiata* D. Don). It is often desirable to add the common name of the plant, and in some cases the name of the family (both in roman type), e.g. *Shorea polysperina* Merr. (tanguile), Dipterocarpaceae.

Necessity of Scientific Name

The scientific name, in addition to the common name, should be given when the plant is first mentioned in the paper. The scientific name may be enclosed in parentheses after the common name.

Use of common name

After the scientific name has been given once, the plant may be referred to by its common name in the rest of the paper.

Animals

Complete Name

In papers on zoology or one of its branches, such as entymology, names of animals should usually be given in a form similar to that used for plant names. Many zoological publications, however, do not italicize scientific names.

Use of Common Name

Well-known kinds of animals may be referred to by their common names. The complete scientific name may be given only at the beginning of the paper.

Citation of Author

The person first publishing the scientific name for a species or any other taxon is, under regulations prescribed by the Code, its author. In taxonomic papers the name of each taxon mentioned includes the name of its author. The Code recommends that the authority be included with the scientific name of any organism mentioned, even in a paper emphasizing physiology, embryology, or other aspects of the taxon. The author citation needs to appear only once in an article, preferably in the text with the first mention of the taxon; it should not appear in the title.

Typography

Use italic type for the scientific name of a genus, subgenus, species, subspecies, or other subordinate taxon; use roman type for the name of a higher taxon. A generic name used as a vernacular or common name is neither italicized nor capitalized (*Banksia*, banksia).

Vernacular or Common Names

Many plants are known by their vernacular (provincial, common) names, as well as by their scientific names. Most common names are not capitalized, although a name derived from a proper noun may retain the initial capital letter, whether hyphenated or set as two words. A proper name that is part of a fanciful common name may have an initial lowercase letter (blue-eyed-many). Compound common names of plants may be hyphenated, run together, or appear as two words. Many botanists prefer to hyphenate the term or run the two elements together when the second part of the name is not taxonomically correct (for example: "cotton-grass" or "cottongrass") and to separate the elements when the second part is taxonomically correct (for

example, "beach grass" because it is a grass). The common name for an organism may vary from language to language, or from place to place, even within the same country.

There is a move among certain disciplines to designate a definitive common name to species in that discipline and to capitalize that common name, e.g. RAOU, Australian mammals, and in these instances the conventions set down by these authoritative disciplines is being followed by this Department.

When using common names follow the conventions of the recognized authority in the discipline (listed).

Sources for Nomenclature Conventions

Plants of W.A. - Census of the Vascular Plants of W.A. by J.W. Green, W.A. Herbarium, Department of Agriculture (for spellings etc.).

Animals -

*reptiles + frogs
amphibians
mammals
Sterr*

Mammals - Complete Book of Australian Mammals - Strahan.

Birds - EMU (J. of RAOU) Vol. 77 Supp. May 1978.

Invertebrates - Scientific and Common Names of Insects and Allied Forms

Occurring in Australia - CSIRO

Nonproprietary Names

The full chemical name of a complex substance, especially an organic compound, should be given the first time the substance is mentioned in an article, unless the generic or trivial name is well known and understood (for example, orotic acid for uracil-6-carboxylic acid, phenol for carbolic acid). The full name need not be repeated, but judgment is required in selecting another name, which should be nonproprietary.

Many nonproprietary names, although not derived according to the rules of chemical nomenclature, are current and useful; trivial names, some of them derived from trade names (aspirin, DDT); source names, referring to the origin of the compounds (parathyroid hormone, digitalis); and coinages to suggest chemical structures (methoxychlor).

Proprietary Names

Normally, a trade name is not to be used for a chemical compound; it is the official trademark of the registering manufacturer. If it is necessary for identifying the product used, spell it out and capitalize as specified in the registration (Vaseline, Adrenalin, Sephadex).

Confusion may occur when a registered trademark in one country is a nonproprietary name in another. Thus, "Adrenalin" is a trade name for epinephrine (generic name) in the United States, and "adrenaline" is the generic name in Great Britain.

Trade Names

Those used for proprietary products should be enclosed in quotation marks with the first letter capitalized.

Abbreviations

Avoid using nonstandard abbreviations where possible, and define any you use. However, many abbreviations for long or complex names of organic compounds are acceptable - for example, NADP for nicotinamideadenine dinucleotide phosphate, and EDTA for ethylenediaminetetraacetate (174). A compound can be referred to occasionally as *it*, *this compound*, or in the

examples above, *the cofactor* and *the chelator*. Symbols for atoms and for structural units are often used to create abbreviations (for example, EtOH, Me₂SO, Ado).

Symbols and Formulas

Refer to the *Handbook of Chemistry and Physics* (184) or *The Merck Index* (186) for confirmation of chemical symbols and formulas used in text, tables, or illustrations as shorthand designations (for example, Mg, Mn, HCl, CO₂, C₂H₅OH).

Equations

Centre a chemical equation between the right and left margins of the manuscript page and leave quadruple space above and below it.

Chemical Symbols and Formulae

Chemical symbols are internationally understandable and unambiguous, and are nearly always acceptable in publications (~~ref.~~).

Chemical formulae may be ambiguous, but when ambiguity is unlikely to be a problem, chemical symbols and formulae are preferred in tables.

In the text, names of elements or compounds are preferable when used in a descriptive sense, e.g. virtually all of the soils in the region are deficient in phosphorus. Symbols or formulae may, however, be used in specifying a measurement of quantity, or when they are well-known (e.g. ~~percent~~ N, H₂SO₄).

Abbreviations of the names of compounds should be avoided (e.g. TCA may mean trichloroacetic acid or tricarboic acid).

NUMBERS, UNITS, MATHS, FORMULAE

(numbers, quantities, dates)

Numbers

Use figures for all definite weights, measurements, percentages and degrees of temperature (for example: 6.7 kg, 2.75 cm, 15.6 ml, 112°C, 47 per cent).

Spell out all indefinite and approximate periods of time and all other numerals that are used in a general manner (for example: one hundred years ago, thirty years old, about two and one-half hours, ten instances, three times). Judgement must be exercised in this matter. For instance, figures should be used in experimental data where periods of time are definite and of frequent occurrence.

Be consistent throughout the article in the use of figures.

Never begin a sentence with a figure. Revise the sentence, or, if this is impossible, write the number in words.

Spell out numbers if confusion would be caused by the use of figures (for example: fifteen 200-watt Mazda lamps).

Abbreviations

Universally understood abbreviations of metric weights and measures may be used in tables and in footnotes, and in the text when directly following figures. Non-metric units should usually be spelled out.

Omit the use of commas separating four or more figures.

Units

Authors are requested to use those of the International System of Units (SI)

SI units should be used for exact measurements of physical quantities and as far as practical elsewhere.

Per cent should be spelt out in the text. The symbol % may be used in tables.

Per cent and percentage

Do not use per cent for percentage. Per cent should be preceded by a number (for example: three analyses gave the following percentages of sugar, 93.2, 93.1, and 92.9. There was an increase of 15 per cent in production).

Singular and Plural forms of verbs.

When total quantity is indicated, the singular verb may be used (for example, it is permissible to write: To each culture 300 ml of solution was added).

Data is a plural noun and takes a plural verb

i.e. data are - correct

data is - incorrect

Mathematical Formulae

Should be carefully typed with symbols in correct alignment and adequately spaced. At least two clear lines should be left above and below all display equations. Where Greek letters or other special symbols must be handwritten, these should be inserted with care and indicated by pencilled notes in the margins.

In printed mathematics, letters used as symbols should be printed in light italics, unless they represent vector quantities in which case the type should be bold (either roman type or italics).

The abbreviations for mathematical functions should all be in roman type.

When the Greek alphabet is used, an inclined face is preferred to an upright face.

Unless requiring a change in meaning of a symbol, the same type should be used for a particular symbol on each occasion that it is used.

PRESENTATION OF MANUSCRIPT

HEADINGS

The numbers of levels of headings should be kept to a minimum.

Numerical or alphabetic indexing of various levels of headings is usually superfluous. Equivalent information can be transmitted through variations in type and placement of headings, with a neater result. However, listings of points, conclusions, etc, may be indexed profitably with Arabic numerals in parentheses, lower case alphabetical in parentheses, Roman characters and 'dots'. The following order is recommended:

1., 2., (only for major, independent points, otherwise omit).

(1) (2)

(a) (b)

(i) (ii) (iii)

1 - when no further subdivision is used.

Parts of sections - A, B, C, (i.e. alphabetical upper case)

Chapters - Arabic numerals, e.g. 1, 2

Appendices - Roman numerals, e.g. I, II, III

In the manuscript, normally prepared by conventional typewriter with only one type face, the following styles of four levels of headings are recommended:

MAIN HEADINGS

The main headings are capitalized, underlined, and centred. Each main heading (also called first-order headings) should be treated like the heading for a chapter of a book. This means that each main heading should start on a new page. (Main headings consist of such section identifiers as ABSTRACT, CONTENTS, GLOSSARY, CONCLUSION, APPENDIX, and the like). At least four spaces should be allowed between the main heading and the text.

Heading level two

If only two levels of headings are used omit this centred heading level two.

Heading level three

Text to continue on the next line.

These will be typed in bold type at the proof stage and in the final printing. A request for bold type can be indicated by underscoring with a wavy line.

Heading level four. - Text

Titles of tables, figures, appendices will also be reproduced in bold type. A full stop should only be used after unbracketed numerals preceding a heading.

The important thing to remember is that whatever format is required, the main headings and the subheadings should receive the appropriate typographical emphasis and should be consistent. If they are numbered or lettered, letters and numbers should be consecutive and parallel throughout the text.

For some reference documents, such as manuals and working plans, the following section and paragraph numbering system may be appropriate:

4. REPORT FORMAT NO. 4

4.1 Air Force Requirements

4.1.1 Climatic Conditions: Military aircraft must be able to operate efficiently in any region of the world. They must function satisfactorily throughout the temperature range of -65°F. to 160°F. and in any climatic condition.

4.1.2 Durability: It is of paramount importance that the aircraft structure be designed to sustain a reasonable amount of battle damage without complete failure.

4.1.3 Ventilation and Drainage: Adequate ventilation shall be provided to dispose of any toxic, irritating, or explosive gases or liquids and any moisture that may condense on interior surfaces or enter through inadequately sealed openings.

4.1.4 Emergency Exits

4.1.4.1 Emergency exits must provide quick and easy abandonment of the aircraft in the air.

4.1.4.2 All emergency exits shall be quick opening and readily operable from the inside and from the outside of the aircraft.

4.1.5 Operation and Controls

4.1.5.1 All fighter aircraft enclosures shall be power operated unless specifically exempted from this requirement by the Procuring Agency.

4.1.5.2 Methods of jettisoning the enclosure shall be subject to the approval of the Procuring Agency before the 689 Board Inspection.

4.1.5.3 Clear-Vision Panel

4.1.5.3.1 When required by the type of model specification, a hinged panel shall be provided in the windshield and shall be capable of being latched in the open position.

4.1.5.3.2 The clear-vision panel shall be located ^{so} ~~that~~ that the pilot ^{may} ~~must~~ lean slightly to one side to obtain forward vision. The following types of panels may be used:

- (i) Plate glass
- (ii) Plexiglas
- (iii) Acetate-type plastic

FOOTNOTES

In Text

Footnotes should be used in text only when essential. Rarely are they justified, but may be used when there is a need to give subsidiary information that would otherwise seriously interrupt the argument being presented.

If required, footnotes should be numbered consecutively throughout the text, using superscript numerals (², ³, etc). The reference numeral to the footnote should be placed in the text after the word or sentence to which the footnote refers. It is placed after a punctuation mark if one occurs.

The footnote itself will be printed at the bottom of the page on which the reference numeral appears. In the manuscript however, the footnote should be typed immediately following the line or paragraph in which the reference numeral appears, with a line typed above and below the complete footnote.

If mathematical formulas containing exponents appear in the text, care should be taken to avoid confusing exponents and footnote reference numbers.

In Tables

Explanatory footnotes to tables should be referenced by means of standard footnote reference marks, in the order indicated below for each table in which they are required. However, if the paper contains statistical analyses or

other topics in which the first of these (asterisk) is used in a technical sense, asterisks should not be used as footnote references, i.e. commence with the dagger.

- * asterisk
- dagger
- double dagger
- parallels
- # paragraph mark

Table footnotes should appear directly below the table in which the reference/s occur, typed indented and vertically arranged.

In Titles

Footnotes in titles of Departmental publications should only be used if an author or co-author is not a current employee at the time the manuscript is presented for final printing.

Misuse of Footnotes. Use footnotes only where they are indispensable. They are expensive and distract attention from the text. A sentence in parentheses may often take the place of a footnote. Include important material in the text; omit irrelevant material.

QUOTATIONS

QUOTATIONS

1. *Permissions.* If an author wishes to reproduce material from a copyrighted publication he/she must obtain written permission from the copyright owner before printing or otherwise reproducing such material. A copy of the written permission must be submitted along with the MS to the editor. If a publisher or organization holds the copyright, it is important as a matter of professional courtesy to obtain also the author's permission. Always secure permission from the original publication - not from one that has reproduced the material.

When writing to the copyright owner, tell how you wish to use the material and identify it clearly. For a book, give the author, title, edition number, year of publication, and page number; identify illustrations or tables by number, and text material by beginning and ending phrases. For a journal, give the journal title, volume and page numbers, article title, and author's name; identify illustrations, tables, and text material in the same manner as for a book.

REFERENCES

The Harvard System for the citation of references is to be used in all manuscripts. In the bibliographic ^{or Reference Cited} section all references are to be spelled out in full, no abbreviations are to be used.

Name-and-Year System (the Harvard System)

Cite the name(s) of the author(s) and the year of publication in the text. The placement of parentheses depends on sentence structure.

One author: Dawson (1976) or (Dawson 1976)

Two authors: Dawson and Glenn (1976) or (Dawson and Glenn 1976)

Three or more authors: Dawson *et al.* (1950) or (Dawson *et al.* 1950).

If the author(s) and the year are identical for more than one reference, insert italic lowercase letters (in alphabetical succession) after the year.

Dawson (1976*a*) or (Dawson 1976*a*)

Dawson (1976*b*) or (Dawson 1976*b*)

Dawson *et al.* (1960*a*) or (Dawson *et al.* 1960*a*)

Dawson *et al.* (1960*b*) or (Dawson *et al.* 1960*b*)

To cite an article, report, or monograph issued by a committee, institution, society, or governmental agency, cite the sponsoring organization or, if named, a chairman or editor(s) as the author(s).

Citing Unavailable Published Material

The need to cite references not readily available or no longer in existence presents a problem to some biologists, taxonomists in particular. If you must cite a reference that is not available to you, indicate in some way, possibly in a footnote or a notation in parentheses, that you have not read the reference in the original. The citation "Powell (1858, cited by Forbes 1872)" would indicate that you have depended on an article written by Forbes and published in 1872 for information originally in an article written by Powell and published

in 1858. You should include both articles in your list of references and add in parentheses at the end of the Powell entry that you have been unable to see the article and are depending on Forbes (1872) for the information from Powell. Similar candor is desirable in citing articles published in foreign languages. Indicate either in the text or in the list of bibliographic references whether you are citing the original article, a translation, or an abstract.

Optional Data. Aid the user by supplying such information as the affiliation of an author of a journal article.

The following bibliographic citations are examples of most of the data levels and types of references you may encounter.

LITERATURE CITATIONS

Journal articles

Author's surname and initials

Date of journal

Title of article

Name (in full) and volume number of journal

Page numbers of article

Books

Author's name and initials

Date of publication (usually on verso of title page, given as copyright date)

Title of book

Name of publisher

Place of publication

Conference papers

Author's surname and initials

Date of publication of proceedings

Title of paper

Name of conference, place held, year held

Page numbers of paper (if possible)

Citations to the literature are given in a list at the end of the paper.

Verifying the Citations

Verify each item in every citation by going to the library or the reprint file and looking up all the publications. Many errors result from failure to check citations taken from literature lists. As each citation is checked, make a clear notation so that doubt will not arise later. You must assume full responsibility for the accuracy and completeness of your citations. Although the editor may make minor revisions in the form of the citations to suit the style of his journal, he cannot be expected to correct spelling, figures, etc., or supply missing data.

The Heading

When the citations are printed at the end of the paper, the heading "Literature Cited" or "References" is usually employed. Only citations that are specifically referred to in the text are included in such a list. It is customary to use the heading "Bibliography" in books or articles of a general or popular nature in which specific reference to all the citations is not made in the text.

Arrangement of Citations

The citations are typewritten, double-spaced throughout. They begin on a new sheet of paper, at the end of the article, bearing the centre heading "REFERENCES" in capitals.

The citations are arranged alphabetically according to author's names. The author's name is typewritten flush with the left-hand edge of the writing, and second and succeeding lines are indented 5 spaces on the typewriter. A number of papers by the same author are listed in chronological order, according to the year of publication; several papers in one year are given the suffixes a, b, c, etc., after the year number.

In case of multiple authorship, the name of the first author usually determines the alphabetical and chronological order in the list.

Page numbers. The number of the first page of the paper is separated by an en dash (indicated by a hyphen) from the number of the last page, and the latter is followed by a period.

Using the Original Language

The vernacular should be used, not a translation. Just as one looks for a book by Felix Klein under *Klein*, not under *Small* or *Little*, so must one look for the Polish academy under its Polish name and use it in printed citations even though one cannot pronounce it.

Personal Communication

References to personal communications in the text should be footnoted with the affiliation and address of the person referred to. The words 'personal communication' should be spelt out in full.

TABLES

Unity

Each table should be a unit. A table is a shortcut means of presenting facts to the reader, and a table (like a sentence, paragraph, or article) should present one subject with distinctness. Do not attempt to bring out in a single table several comparisons of very different kinds. Very large tables are likely to be confusing.

Clearness

The form of the table should be arranged to secure greatest clearness. For each kind of comparison of data, there is usually one form of table that brings out the comparison most clearly and systematically. In addition to the absolute figures representing original observations, the table may include percentages, ratios, totals, averages, etc.; the latter are often of great value in making comparisons.

Accuracy

Every item in the table must be checked for correctness.

Economy

Since tables cost much more per page than text material, they should be used only when needed and should not be made unnecessarily large. Abbreviations should be used to keep the column heads of the table small.

Each Table by Itself on Separate Page

Each individual table should be typewritten on a separate sheet of paper, without any of the text on the same page.

Heading of Table

The tables are numbered consecutively in each article. The word "Table", capitalized and followed by an Arabic number, appears as a centre heading. The legend, or descriptive title, is centred above the body of the table; only the first word and proper names have capital initials. It is typewritten double-spaced and underlined for italics.

The legend should make the table self-explanatory. It should be concise and specific, but broad enough to include all the data in the table. The important words should be placed near the beginning, so that in a series of tables the subject of each can be seen at a glance.

Footnotes

Explanatory footnotes to tables are indicated by means of standard footnote reference marks (*, §, etc.) placed after the words or the numbers to which the footnotes refer. Many journals, however, indicate footnotes by means of superscript lower-case letters (^a, ^b, ^c, etc.), placed *after* words or *before* numbers in the table. The footnotes are typewritten on the manuscript sheet bearing the table. Each footnote is preceded by its symbol or superscript letter. Indent each footnote as a separate paragraph.

References in Text

References to tables are made by number (For example: The data of the second experiment are presented in Table 3).

Tables and Figures

Tables and figures should be prepared on separate sheets of paper and collected together at the end of the text. The approximate position of each table or figure in text should be indicated.

Reference to Figures in the text should be spelt out in full with an initial capital, unless in parentheses (Fig.) when it is abbreviated followed by a full stop if singular or by an 's' and no full stop if plural, i.e. more than one figure is being referred to (Figs).

ILLUSTRATIONS

Each illustration should be a unit, presenting a single subject as clearly and distinctly as possible. Special attention should be given to uniformity in style, tone, and lettering. For putting drawings and graphs into final form, the services of a professional artist or draftsman may be needed.

Correct Proportions

An illustration with proportions approximating 1' by 1½ is most pleasing to the eye. The appearance of the page is usually best and the printer's work is facilitated if the illustration has the same width as the type column or type page. But a simple drawing should not be printed on a grotesquely large scale in order to have it fill this width.

GRAPHS

Graphs are designed to portray relations existing among data. They must be accurate, and they should also be clear. Since the ease with which the relations may be seen depends upon unity, balance, and other features of good composition, graphs should be constructed so as to be pleasing to the eye.

Uniformity in style may be achieved if a good set of specifications is adopted for all the graphs in a publication. Adoption of these specifications will not make your graphs look like everyone else's. It will make them stand out as distinctly superior to most that appear in the journals.

Sizes and Proportions

The general suggestions that have been made regarding the size and proportions of various illustrations apply to graphs. The printed reproduction should have a large enough scale to show essential details and accommodate legible numbers and labels.

Enlargement of the Original Graphs

Best results are obtained by drawing all the originals to the same scale of enlargement - preferably twice the dimensions of the intended reproductions. This simplifies the necessary drawing equipment, facilitates the photoengraving process, and insures uniformity of reproduced letters, numbers, and lines.

Photographs

Original negative or transparency, plus two prints of each, should be submitted with a marked overlay for any copying suggestions.

APPENDICES

Authors' names: Where the article is written by more than one author their names will be arranged according to the degree of responsibility for the work. When this is equal they will be arranged according to status and if this also be equal then alphabetically.

Special consideration should be given to biometrical inputs. In some cases this may be a major component of the work to the extent that joint authorship may be warranted.

Initials are usually substituted for given names. To avoid confusion when family names and initials are identical for different authors, write out the first given name for each author.

ACKNOWLEDGEMENTS

Acknowledgements of help received from others should be made with simplicity and tact. An effusive acknowledgement may be very embarrassing to your critic or adviser.

FINAL REVISIONS

Finished Manuscript. The author is expected to make all final revisions in the typewritten manuscript. Corrections cost nothing if they are made in the manuscript, but alterations in the proofs are very expensive and are likely to introduce inconsistencies and new errors.

Permissible Corrections. A manuscript in which there are no corrections often indicates a careless author. If the changes are not too many and are made clearly, it will not be necessary to retype the pages.

Order of Material. Before sending your manuscript to a publisher, be sure to have all parts in the proper order,

CORRECTION OF PROOFS

Correction of edited version

The author should carefully check the edited draft for accuracy and clarity of meaning as well as consistency of punctuation, of numerals and symbol notation, of style, tense, etc, logicity of argument and conclusions, structure. Words to be printed in italics should be marked with a single underline.

Correction of page proofs

It is the author's responsibility to proofread his/her own paper. The set of galley proofs or page proofs forwarded to the author should be corrected and returned promptly (under ordinary circumstances not later than 48 hours after receipt). Inclusion of new material or rewording should be avoided at this stage.

It is preferred that corrections be written in full rather than using proof-readers' marks.

PROOFREADING

Galley Proofs

Two Persons. If possible, have another person slowly read aloud from the manuscript while you follow the galley proofs and make the necessary corrections and changes. The one who reads aloud should call your attention to every paragraph, mark of punctuation, capitalized word, italicized figure or

word, boldfaced figure or word, etc., and should spell out all unusual names or technical terms. If you cannot secure the services of another person in this work, it will be necessary for you to compare carefully the galley proofs with the manuscript, line by line or sentence by sentence.

Two Readings. Always read the proofs *twice*, at least.

Miscellaneous Suggestions

Expense of Alterations. Author's alterations, or changes from the original copy sent to the printer, are very expensive, and some journals charge them to the author. Only real errors should be corrected in the proofs. Each line reset may cost the author twenty-five or fifty cents. A minor insertion or deletion may require resetting all the lines that follow in the paragraph, unless the number of characters in the altered proof is kept the same as that in the original proof, by an equivalent deletion or insertion.

Special Attention. Give particular attention to tables, figures, names, quotations, and citations. Check text references to illustrations. Assume that errors are present; find and correct them.

Questions. Be sure to answer questions, or queries, made by the editor or printer.

Omissions. Watch for words or lines that may have been omitted.

Reading for Meaning. After you have read the proofs *twice*, as suggested above, it is well to read them a *third* time, paying particular attention to the

sense, or meaning, of the statements. You will not be permitted to make revisions; but genuine errors must be corrected, of course, whenever they are discovered.

Tables. Check to make sure that the tables have been properly distributed, or that their positions have been correctly marked in the margin of the proof.

A Writer's Checklist

Your writing and studies are valuable only to the extent that you share them with others. How well you share information depends on:

1. Language

- a. Do you say what you mean?
- b. Are your words precise?
- c. Are your sentences structurally sound?
- d. Is the relation of sentence thoughts logical? Is the transition smooth?
- e. Does your paragraph centre around *one* single point?
- f. Does the reader draw the conclusions you wish him to?

2. Completeness

- a. Do you anticipate your readers' questions and needs?
- b. Have you tried out the material on colleagues?
- c. Have you checked your final material against your original outline?

3. Compactness

- a. Have you weeded out irrelevancies?
- b. Is everything in context?
- c. Do your diagrams and illustrations complement your work?

4. Clarity

- a. Is the presentation of material orderly?
- b. Can your material be read with ease?
- c. Have you defined all essential terms?
- d. Do you talk down to the reader?
- e. Do you go over the head of the reader?

5. Courtesy and control

- a. Are you excessively technical?
- b. Does your material have an authoritative tone, without sounding arbitrary?
- c. Is your tone pleasant as well as informative?
- d. Is your attitude helpful?
- e. Have you weeded out stereotypes?