

INSTRUCTIONS FOR AUTHORS

GENERAL INFORMATION: Manuscripts and all correspondence should be sent to the Editor. To be eligible for publication in the PROCEEDINGS the author, or at least one coauthor, is required to be a member of the Academy. Papers that have been presented at an Academy meeting may be given preference for publication. Submission of a manuscript to the Editor implies that it has not been sent to another publication, nor has it been published elsewhere. If it is accepted for inclusion in the PROCEEDINGS, it may not be republished without the written consent of the Academy.

All manuscripts are evaluated by referees. Once approved, the corrected manuscript should be sent to the Editor on disk, or diskette, (preferably IBM compatible) indicating the software, version and file name. Two hard copies also should be sent with the disk. Galley proofs will be sent to the author for corrections. Corrections must be restricted to printer's errors only; all other alterations will be charged to the author. In case of multiple authors, proofs will be sent to the primary author. Failure to return proofs immediately may delay publication of a manuscript.

If only hard copy is submitted to the Editor, the author will be charged for data entry. Reprints of articles may be purchased at the time corrected proofs are returned.

STYLE: Three copies of the draft manuscript should be submitted, typewritten on one side of good quality 8.5 x 11 inch paper. The text should be double-spaced with ample margins, but not right-hand justified. Manuscripts should conform to an appropriate format according to content. See recent issues for examples. Do not submit a title or cover page. Page one should include title, author's name and address, and an abstract. Pages should be numbered consecutively; it is preferred that all lines of the manuscript be numbered except in tables, figures, graphs, charts and diagrams. Use active voice. Extensive quotations in the text should be typed with slightly narrower margins. Use acceptable metric symbols for all measurements (see CBE Style Manual, 5th edition). Periods are to be used after all abbreviations in the text except metric measures and compass directions.

ABSTRACT: All articles must have an abstract. The abstract should be a meaningful summary of the significant facts contained in the paper and should be appropriate for the published article. Limit it to 250 words; use complete sentences.

TABLES: These should be typed, doubled-spaced, one table to a page, numbered consecutively, and placed in a group at the end of the manuscript. Keep the number of tables to a minimum; avoid using numerous small tables. Use a double horizontal line immediately below the title of the table and a single line below the column heading and at the bottom of the table. Do not use lines in the interior of the table.

ILLUSTRATIONS: All illustrations are referred to as "figures" and must be numbered consecutively. Figures may be glossy photographs or line drawings in black ink. These should be grouped and mounted neatly on white cardboard for reproduction as a single cut. Each figure, or collection of figures in a plate, should be identified along

the top edge with author's name and title of manuscript. Those other than the author's must bear permission for use and credit originator. Original drawings or photographs should be submitted when possible. In addition, two photocopies of each figure, must accompany the manuscript to avoid delay in review. ORIGINAL DRAWINGS AND/OR PHOTOGRAPHS WILL NOT BE RETURNED UNLESS SPECIFICALLY REQUESTED BY THE AUTHOR AT THE TIME OF SUBMISSION. THE AUTHOR SHOULD SEND THE APPROPRIATE SIZE ENVELOPE WITH POSTAGE FOR RETURN.

Make the size and proportions of each group of figures suitable for reduction to the width and length of the printed page (5 x 8 inches). Care should be taken to ensure that a figure does not occupy more space than necessary. If carefully drawn, figures need be no more than 33% larger than the size desired in print. All figures or composite blocks of figures should be no greater than 8.5 x 11 inches. Special care should be taken to ensure that all lettering is legible after reduction. A graphic scale should be drawn on each figure.

Captions for figures should be typed in order, double-spaced, on a separate page. Figures are referred to in the text as Figure 1 or (Fig. 1). Each figure must have a complete legend even though the material is described in the text. The legend should not be placed on the figure.

FOOTNOTES: These may be used to indicate the author's present address. Footnotes to tables are permissible and encouraged to assist the reader with reference to the text. Footnotes to tabular data should be noted by asterisks, daggers, or other signs to avoid confusion with numerals in the table or elsewhere. All other materials or comments must be incorporated into the text.

LITERATURE CITED: References are to be cited in 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 order in the Literature Cited section. Literature cited should be arranged alphabetically, double-spaced, and separate from the text. Do not number the references. List cited literature in this order: author(s), date, title, source, pages(p.). The name of cited periodical sources should be abbreviated using standard form.

PROCEEDINGS OF THE INDIANA ACADEMY OF SCIENCE

Volume 99, No. 1 (1990)

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