INSTRUCTIONS FOR CONTRIBUTORS

At its meeting on June 8, 1988, members of the Publications Committee unanimously adopted the current edition of the *CBE Style Manual*, published by the Council of Biology Editors, Inc., as the official guide for authors of the Academy's publications.

Correct citation for the current edition is:

CBE Style Manual Committee: CBE style manual: a guide for authors, editors, and publishers in the biological sciences (5th ed., revised and expanded). Bethesda, MD: Council of Biology Editors, Inc., 1983.

PREPARATION OF MANUSCRIPTS FOR PUBLICATION IN THE PROCEEDINGS OF THE INDIANA ACADEMY OF SCIENCE

The following instructions are presented in order to minimize revisions and editorial corrections. Uniformity of style and format necessitates attention to detail by authors.

STYLE: Three copies of the manuscript should be submitted, typewritten on 8.5 x 11 inch paper with wide margins, and doubled-spaced. Manuscripts should be assembled in the following manner: Title; author's name and address; Abstract; body of the paper composed of Introduction, Methods and Materials, Results and Discussion; Acknowledgments (if applicable); Literature Cited; Tables (if applicable); and Figure Legends and Figures (if applicable). Manuscripts not in this format will be returned. Do not submit a title or cover page. Page one should include title, author's name and address, and an abstract. The only words that should be underlined are scientific names. Spell out numbers one through nine. Use active voice. 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 and lower case 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/her 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 author's names. If a word processor is used, please do not justify the copy.

ABSTRACTS. The abstract should be a meaningful summary of the significant facts contained in the paper or Brief Note and should be appropriate for the published article (an Abstract proposal specifically for oral presentations may need to be modified). It should be sufficient within itself, presenting the main conclusions of the paper or Note 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

PROCEEDINGS appear in the major abstracting journals of the world and may be the only contact that other scientists have with your work.

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 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 or vertical lines in the interior of the table. 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 PROCEEDINGS.

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