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Manuscripts should be prepared in accordance with the guidelines given below and then submitted to the Editor-in-Chief (see inside back cover).

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The *Proceedings* publishes several types of contributions from the disciplines represented by the sections of the Academy: research papers, research notes, reviews, annotated bibliographies, and informed commentaries on topics of general interest to the scientific community. Manuscripts on science teaching will be considered, especially those describing laboratory techniques or experiments. Previously copyrighted material will not be considered.

Manuscripts are reviewed by at least one expert in the subject area and by the appropriate associate editor. Acceptance or rejection is based mostly on their recommendations.

Manuscript Preparation

The Text

Double spacing is required throughout, including tables, footnotes, figure captions, and references. Submit the original manuscript and illustrations and 2 copies.

Authors should refer to the style manual appropriate to the discipline for details on style, format, and citation of references. If doubt exists, consult the appropriate associate editor (see inside back cover).

Abbreviations should agree with those used in the appropriate abstracting service. For example, chemical abbreviations should be those found in the index of *Chemical Abstracts*.

Use the binomial Latin name of an organism when first mentioned, underlining to indicate italics. The genus name may subsequently be abbreviated, or the common name used. Likewise, use the full scientific name of a chemical compound first, abbreviate or use the common or trade name subsequently.

Extensive footnotes will be placed together at the end of the text as an appendix.

Do not write out numbers except as the first word of a sentence. Use 2nd rather than second. Use chemical formulae for names of common chemicals, e.g., NaOH instead of sodium hydroxide.

The Abstract

A short concise abstract is required, followed by a short list of appropriate index descriptors (key words for abstract indices). See March 1978 or more recent issues for the current format.

Tables

Prepare tables using the format found in the March 1978 *Proceedings* and in more recent issues, including double and single horizontal lines as shown. Type these on separate pages.

Graphs, Drawings, Maps

These are black and white figures which are reproduced photographically. All lines should be drawn using India ink or professional press-on tape. All lettering should be done with press-on letters or numbers or a lettering set. Handwritten or typed symbols are normally not acceptable. Contact the Editor-in-Chief before preparing figures with such symbols.

Photographs

Photographs are converted to half-tones by re-photographing through a screen thus producing a pattern of dots. Glossy black and white prints of good quality must be submitted. Only press-on black letters and symbols may be used on photos. White characters, lines, or white backgrounds for black characters must be applied to the half-tone negative and involve extra expense.

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Mount all figures on poster board.

A number of figures of the same type (photos or line drawings) may be mounted together to form a plate of figures (e.g., 6 graphs or 8 photos), leaving a 2cm margin. Photos should be butted together without spaces; the printer will add white separator lines to the negative before offset plates are made. Provide figure captions on a separate sheet for typesetting.

A small number of figures may be submitted mounted separately, identified on the back by author's name, title of paper, and figure number.

Individual or grouped figures should be submitted so they will fit one column (88mm) or full-page width (182mm). Maximum length is 225mm. Leave enough space for figure captions below a plate of figures wherever possible.

Figures can be reduced to one (88mm) or two (182mm) column width. If reduction is indicated please use the proportion 182:225 for a full page plate including caption. Reduction of line drawings to less than 70% of original size should ordinarily be avoided, due to the possible loss of detail.

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