

Proceedings of the Iowa Academy of Science

Volume 65 | Annual Issue

Article 85

1958

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Recommended Citation

(1958) "Information for Contributors," *Proceedings of the Iowa Academy of Science*, 65(1),.

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Articles for Volume 66 should be submitted to the following section chairmen:

Botany: Harold S. McNabb, Jr., Ames

Chemistry, Inorganic and Physical: Norman C. Baenziger, Iowa City.

Chemistry, Organic and Biological: Richard D. Campbell, Iowa City.

Geology: Fred Dorheim, Iowa Geological Survey, Iowa City.

Mathematics: Edwin N. Oberg, Iowa City.

Physics: Lester T. Earls, Ames.

Psychology: Alice Van Krevelen, Grinnell.

Zoology: Guillermo Mendoza, Grinnell.

GENERAL SUGGESTIONS

The cooperation of the authors in following these general suggestions will be appreciated:

1. See that the message is conveyed as clearly and concisely as the content permits.
2. Supply clear figures that are unquestionably suitable for reproduction.
3. See that manuscripts are submitted in the form and style described below.
4. Carefully proofread for errors.
5. On the galley proof limit alterations to typographic and factual errors.
6. Return galley proof promptly.
7. Furnish summer address if it differs from permanent address. Galley proof probably will be sent during July and August.

SPECIFIC INSTRUCTIONS

Manuscripts are to be typed on good quality bond paper 8½ x 11 inches. An exact copy of the manuscript should be kept by the

author so that the copy submitted need not be returned with the galley proof. All copy, including quotations, footnotes, tables, literature references, and legends for figures, should be double-spaced. The sequence of material as submitted should be: title page, abstract, the manuscript proper, references, footnotes, tables, figure legends, and figures. These pages should be numbered consecutively.

1. The title page should include the title, author's name and address. It is recommended that titles be short, preferably not more than ten to fifteen words. A condensed running head of not more than thirty-five letters and spaces should be provided.

2. The abstract, limited in length to three per cent of the article, should be informative, concise, and complete in itself without reference to the body of the paper. With this provision of an abstract, a summary ordinarily will not be included in the manuscript proper.

3. The manuscript.

a. The headings for the main subdivisions should be centered and typed in capitals. Second-order headings are typed flush to the left margin with major words beginning with capitals. When three types of headings are required, paragraph headings may be used. They are typed with paragraph indention and may have only the initial letter of the first word, or the initial letters of all main words, capitalized. They end with a period, and text follows on the same line without extra spacing. Avoid an initial heading, such as "Introduction"; it is superfluous.

b. In the text, show the location of each figure and table by a clear break in the typewriting, with instructions set off by lines above and below:

.....
 Insert Figure 1 about here

c. Use italics sparingly. Only scientific names, unassimilated foreign words, and titles of books or journals used in the running text should be italicized.

d. Acknowledgments should be made preferably in the introduction or else as a footnote to the title.

e. Be sure that each figure and table is referred to in the text.

f. Literature references in the text should be by author, followed by year of publication, in parentheses.

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volume, inclusive pages, and any plates or other material not paginated. *The form chosen should be used consistently.*

5. Avoid excessive use of footnotes. Most footnote material can well be incorporated in the text. Those that are necessary should be numbered consecutively and typed on a separate page following the references.

6. Each table should be typed on a separate page following the footnotes. The table number and descriptive title go at the top of the page. Use arabic numerals in numbering the tables. Avoid unnecessary material, especially tables and long lists of little interest except to the author.

7. A brief figure legend should be provided for each diagram, graph, map and photograph. It should *not* be incorporated in the figure. All legends are set in type by the printer and should be typed on a separate page following the tables. Number the figures with arabic numerals.

8. Illustrations:

- a. On the margin or back of each illustration write in pencil the number of the figure, name of the author, and abbreviated title of the paper. Such writing should be done carefully so as not to mar the figure for reproduction. If paper clips are used, they should not be placed on any part of the figure which is to be reproduced.
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- c. Photographic copies of black and white drawings are preferable to originals. It is very desirable that the drawings submitted be no larger than 8½ x 11 inches. When larger original drawings are required to secure accuracy, the author should have them photographed and should submit reduced 8½ x 11 glossy prints.
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- e. All lettering should be neat and meticulously prepared. It should be sufficiently large so that it will be at least 1 mm. high on reduction. Freehand lettering is unacceptable. The author will insure acceptance of his figures if he has them lettered in block type with the aid of a lettering guide.
- f. Bar graphs usually are not justified if they present data which appear elsewhere in numerical form.
- g. When it is desirable to indicate the magnification in photomicrographs, the scale in microns (or other suitable units) should be drawn directly upon the print. This allows greater flexibility in scaling for reduction and hence greater accuracy in indicating the size of the subject.

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