

1942

## Directions tor the Preparation of Manuscripts for Publication in the Proceedings of the Iowa Academy of Science

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## DIRECTIONS FOR THE PREPARATION OF MANUSCRIPTS FOR PUBLICATION IN THE PROCEEDINGS OF THE IOWA ACADEMY OF SCIENCE

In order to establish uniformity of style and to facilitate the editorial work of the Iowa Academy of Science the following directions are given.

1. Authors who submit papers for publication are expected to be members of the Academy in good standing. Persons elected at the current meeting are so considered.

2. All papers for publication from each section are to be in the hands of the chairman immediately following the close of the meeting. They should consist of clean, double spaced, *typewritten first copies*.

3. The plan of the papers should be as follows: title, author, body of the paper, summary (if desirable), author's address, and cited literature.

4. The title of the paper should be made as brief as possible and typed in capital letters.

5. Tables, figures, and graphs should be numbered and correspond to the numbers in the text. Each figure or graph should have a legend, and each table a caption.

6. Illustrations that are not to be set up in type should be prepared large enough to be reduced one-third or one-half. Lettering and numbering should be done with the aid of guides or by one capable of doing acceptable drafting. Graphs can be made on red ruled graph paper. All ink work is to be done with undiluted india ink. Photographs should be prepared on glossy paper and should have high contrast. If several photographs are used as a single plate they should be trimmed, fitted closely together and mounted with rubber cement upon stiff white cardboard. The plate should be large enough to allow for at least one-third reduction. On the back of each table, figure, or graph, indicate the author.

7. Footnotes are difficult to edit and should be reduced to a minimum. Incorporate this material in the text.

8. Literature citations should be made as follows: In the text the citation is made by author and year, i.e., (De Coursey, 1927),

and in the bibliography should be cited as follows: author, year, title of paper, journal, volume, pages, i.e., (*note punctuation*).

De Coursey, R. M. 1927. A bionomical study of the cluster fly, *Pollenia rudis* (Fab.). Ann. Ent. Soc. Amer. 20:368-384.

When a book is cited care should be taken to include the name and address of the publishing company, i.e.,

Snodgrass, R. E. 1935. Principles of insect morphology. McGraw-Hill Book Co., New York.

9. If the paper is several pages in length a summary may be desirable. This should be brief, written in complete sentences, and conclusive.

10. At the close of the manuscript indicate the author's address (department, college or university, or home), city and state. Also give the author's summer address, and in cases where traveling is anticipated, the place to which the editor may send the galley proof. A state contract requires the editor to make corrections and return the galley proof to the printer if authors fail to make immediate corrections. Only typographic errors can be corrected at Academy expense.

11. Abstracts for publication by the Academy should be brief, informative summaries. Illustrative matter should not be submitted with abstracts.

12. The editor cannot without the consent of the editorial committee release any paper after it has been submitted for publication.

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