

# INSTRUCTIONS FOR CONTRIBUTORS

## Eligibility

### Papers

Indiana Academy of Science members in good standing are eligible to submit papers for publication in the **Proceedings**. When a paper is signed by more than one author, all must be members in good standing. Preferably, eligibility should be established before submitting the papers, as such papers are given priority. In any case all authors must be certified by the Treasurer for payment of dues and old reprint bills at the time of the deadline (see below). Papers reaching the editor after the deadline are ineligible. All papers must be accompanied by an abstract in the form specified below, marked "for the editor" unless one has been sent in earlier.

Only papers which have been presented in person at the meeting can be accepted. To keep the volume within the budget, the editor usually must return the longer manuscripts, printing only the abstract. Well-prepared manuscripts will be given priority.

### Abstracts

If the Divisional Chairman puts a paper on his program for the Fall Meeting, the abstract will be printed in the **Proceedings** regardless of the author's membership status, unless the paper is published in full.

One typed **original** of each abstract, marked "for the editor" may be submitted to the Divisional Chairman at the time of the meeting or it may be mailed directly to the editor. This should be ready with a minimum of editing for publication; i.e., in the standard abstract form (see a **Proceedings** abstract) and double spaced; it should not include directions to the chairman regarding time, lantern, etc. The latter information may be added to a copy marked "for the Divisional Chairman" and sent to him. The editor **cannot** accept **carbon copies** of abstracts. The length of an abstract should not exceed **200 words**. Many of the items listed below for the preparation of papers apply for abstracts.

## Deadline at the Editorial Office

Whether sent via the Divisional Chairman as prescribed, or directly, all material to be considered for publication in the **Proceedings** must reach the editor within **20 days** following the Fall Meeting.

## Preparation of Manuscripts

- A. **Refer to current copy of the Proceedings for the accepted style of abstracts and papers, and follow this, especially in literature citations, headings and footnotes.**
- B. Type on 11 x 8½ inch bond paper with a new ribbon, leaving some margin. **Double-space everything**, including title, author's name and institution, footnotes, quotations, legends and literature list. The original will become the printer's copy; if it must be retyped it will be sent back to the author for this.
- C. Footnotes should be kept to an absolute minimum. Necessary footnotes should be numbered consecutively throughout; asterisks are not used. Acknowledgments may be placed only in the introduction or in a footnote.
- D. Literature citations should not occur in footnotes, but should be in an **alphabetized** list at the end of the paper, headed "**Literature Cited.**" The highly abbreviated form used by the chemists has **not** been adopted for the **Proceedings**. Follow this model:  
7. Doe, J. B. and R. C. Roe, 1949. New light from old radioactive carbon. Jour. Am. Biological Soc. **34**:273-305.

- E. Only initial letters or the words in titles, headings and table headings should be capitalized.
- F. Do not underline anything except scientific names, in headings or elsewhere.
- G. All literature listed and all tables and illustrations should be **referred to** in the text.
- H. Tables, which are costly to print, should be reduced to a minimum. Avoid small tables scattered through the text. Each table should be typed on a separate letter-size sheet and placed at end of paper. Out-size tables cannot be accepted.
- I. Photographs should be printed on glossy paper and have good contrast. It is best to mount them trimmed to fit tightly together at the edges in groups, on stiff cardboard with rubber cement. **Proportion** the group for a full page of the **Proceedings**, or use the full width of the paper ( $4\frac{1}{4}$ " ) and any part of the page's height. Do not mix line drawings and photographs in the same group. **Legends** should be on a separate letter-size sheet, numbered to correspond and placed at end of paper.
- J. The originals for line drawings need be no more than twice the size desired for the printed figure. They should be **proportioned** and **arranged** to fit the page size of the **Proceedings**. The lettering should be carefully done and of suitable size to allow for necessary reduction. Do not submit printed maps when the necessary reduction will efface the narrower lines or render some of the lettering hardly legible; such maps should be redrawn and lettered in adequate size letters, omitting unnecessary details. The use of a carbon ink on a heavy white paper or other suitable surface reproduces well. The typewritten label does not reproduce well.
- K. New authors, especially, are reminded that a scientific paper should summarize the work, not recapitulate it. It must be much more concise than a university thesis, avoiding all extraneous material, especially long tables and lists of little interest except to the author.
- L. Major professors are urged to **review** all papers by their graduate students, for both form and content, before they are sent in for publication. Of those based on university theses, manuscripts carrying the approval by the professor will be given preference over those without approval. Work by undergraduates is seldom, if ever, suitable.
- M. The summary should be complete and clear in itself, and not over 4 percent of the length of the paper. For very short papers no summary is necessary.
- N. **Reprints** of papers are paid for by authors, at cost. Directions for ordering accompany the galley proof and the orders are placed at the time the author returns the corrected galley proof to the editor. **Abstracts** are not reprinted.
- O. The editor needs, at the time he mails out galley, **current addresses** for all coauthors of all abstracts and papers. Many former graduate students lose the opportunity to order reprints when there are faulty forwarding addresses. It is suggested that the student's permanent home address be written on the reverse side of that abstract copy marked "for the editor."

### Selection of Papers

Every year a few more papers are submitted than can be published with available funds. Therefore, not all papers received can be included in the **Proceedings**. Manuscripts prepared concisely in the style recommended above, will receive first consideration. Authors should not expect to publish very long papers in the **Proceedings**. Among papers of primarily regional interest, e.g., in certain aspects of botany, zoology, geology, geography and anthropology, those dealing with Indiana material will be accorded preference.

The selection of papers for the **Proceedings** is the responsibility of the Editorial Committee.



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