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 two or several authors, all must be members in good standing. Preferably, eligibility should be established before submitting the paper, 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."

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 full paper is published.

Time and Procedure for Submitting Abstracts: One type **original** of each abstract, marked "for the editor" may be submitted to the Divisional Chairman before the meeting or the author may mail it direct to the editor. This should be ready for publication with a minimum of editing, 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 or papers. The length of an abstract should not exceed 200 words. Items A, B, C, E, F, and O apply generally to abstracts as well as papers.

Deadline at Editorial Office

Whether sent *via* the Divisional Chairman as prescribed, or directly, all material for 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 ample margins. **Double-space everything,** including title, author's name and institutions, 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. Acknowledgements may be placed only in the introduction or in a footnote. If your abstract must cite literature, use a footnote.

D. LITERATURE CITATIONS in a paper should not occur in footnotes, but in an **alphabetized** list at the end of the paper, **headed "Literature Cited."** The highly abbreviated form used by 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 of 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 very expensive 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.

I. New authors, especially, are reminded that a scientific paper should summarize the work, not recapitulate it. It must be very much more concise than a university thesis, avoiding all unnecessary material, especially long tables and lists of little interest except to the author.

J. 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 upon university theses, manuscripts carrying a pencilled O. K. and signature by the professor will be given preference over those without such indication of review.

K. 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 page (4⅛″) 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.

L. The originals for line drawings need be no more than twice the diameter desired for the printed figure. The lettering should be very carefully done, and of suitable size to allow for the 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. It is suggested that the total of illustrations and tables not exceed 20 per cent of the length of the whole paper.

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. They are ordered 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 in March, **current addresses** for all coauthors of all abstracts and papers. Many former graduate students lose the opportunity to order reprints when mail addressed to them is returned for lack of 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 the 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.

INDEX