

## INSTRUCTIONS FOR CONTRIBUTORS

### Eligibility

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All papers submitted for publication in full will be reviewed by qualified reviewers, selected by the Publication Committee. Papers read by **title only** at the Fall Meeting may also be considered for publication. 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 Publication Committee.

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**Two copies** of an abstract should be submitted to the Divisional Chairman at the time the title of a paper is submitted for the Fall program. All abstracts will be published in the *Proceedings*, either separately or with papers that are published in full. The original copy of the abstract should be marked "for the editor." The carbon copy of the abstract should be marked "for the divisional chairman" and may include information about time, projection facilities needed, etc. The abstract should be prepared according to the form used in the *Proceedings* (see any current copy of the *Proceedings*). The abstract should be complete and clear in itself not over 5% of the length of the paper. Normally abstracts should not exceed 200 words in length. Abstracts are not reprinted (except for those which are included at the head of a paper published in full).

### 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, hearings 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. **Manuscripts should be submitted in duplicate.** 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. Footnotes should be referred to in the text as **superscripts, without parentheses.**
- D. Literature citations should not occur in footnotes, but should be in an **alphabetized** list at the end of the paper, headed **Literature Cited.** This list should contain **only** literature citations, not footnotes, quotations, parenthetical remarks, etc. 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.

References cited should be numbered consecutively (in the alphabetized list) and should be referred to in the text by number in parentheses on the line of type and before the period if at the end of a sentence.

- E. Only initial letters or the words for special emphasis in the text should be capitalized. **Do not** capitalize words in title or subheadings.
- F. **Do not underline anything except scientific names, anywhere, and titles of books when they appear in the text only, not in literature list.**
- G. All literature listed and all tables and illustrations used 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 the end of the paper. Outsize 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 $\frac{1}{8}$ " ) 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.
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