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Author's Guide for University of Nebraska Experiment Station Publications

G. I. Johnson

J. P. Holman

R. J. Graham

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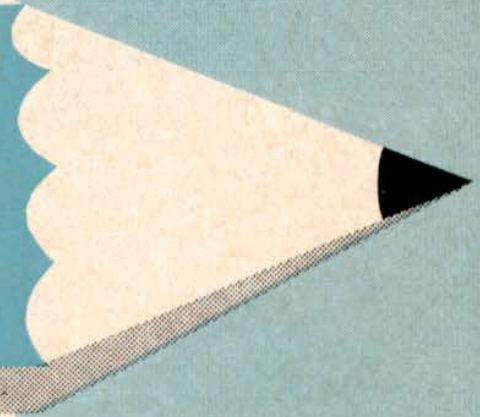
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Author's Guide



for
University of Nebraska
Experiment Station
publications

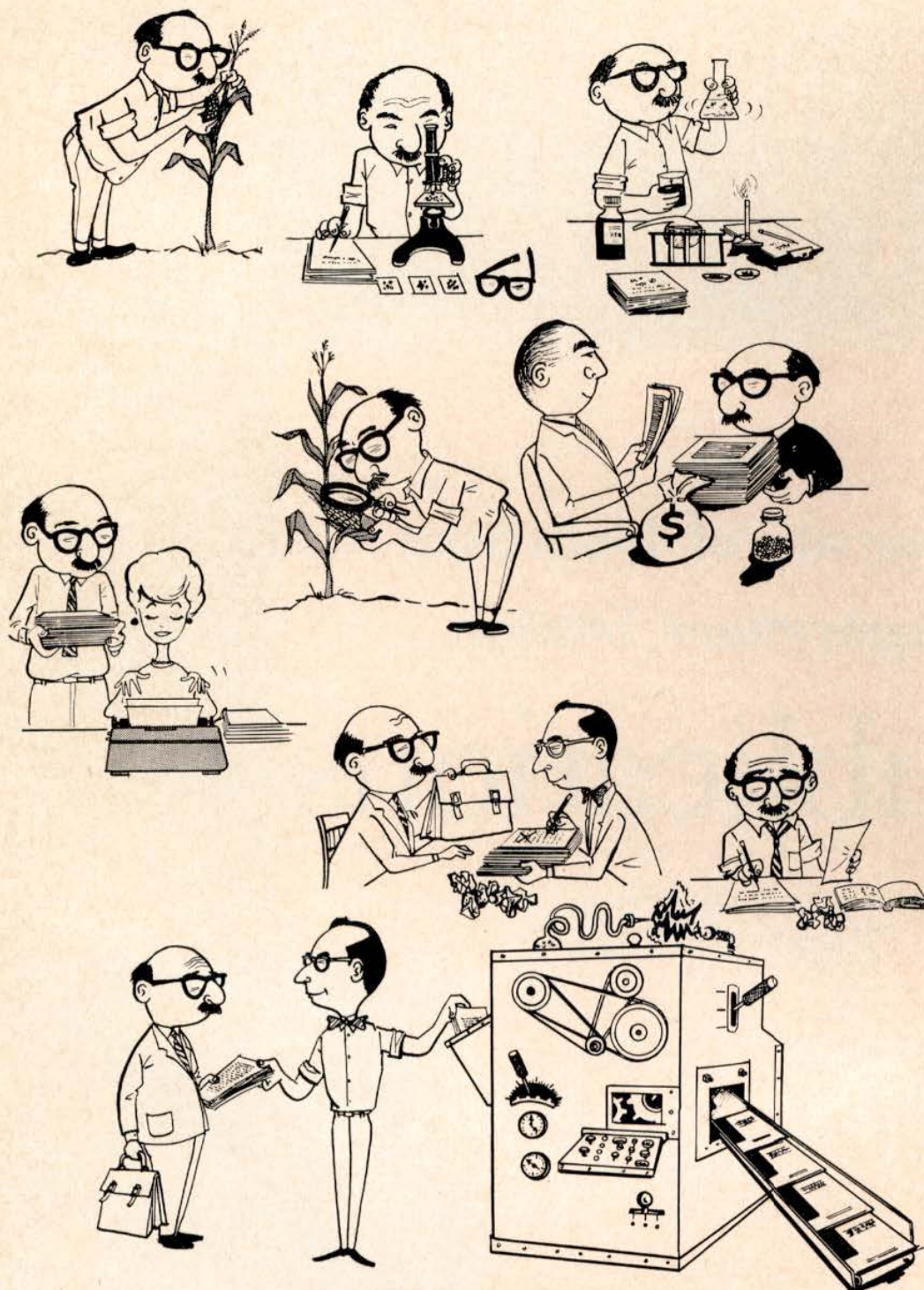
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UNIVERSITY OF NEBRASKA COLLEGE OF AGRICULTURE
AND HOME ECONOMICS
THE AGRICULTURAL EXPERIMENT STATION
E. F. FROLIK, DEAN; H. W. OTTOSON, DIRECTOR



The long road to publication.

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Acknowledgment

The writers wish to acknowledge the use of material from the Michigan State University publication *Preparing Experiment Station Manuscripts*, written by Joseph G. Duncan, now Research Publications Editor at the University of Kentucky, and revised by Mark T. Allen, Research Publications Editor at Michigan State University. The portion on mathematical formulas and equations was taken from the Style Manual for Biological Journals, prepared by the Committee on Form and Style of the Conference of Biological Editors.

The art work which enlivens this publication and makes portions of it more understandable was done by DeLoris R. Clouse, Extension Visual Aids Specialist.

AUTHOR'S GUIDE **for** **University of Nebraska Experiment** **Station Publications**

By Grant I. Johnson, J. P. Holman and Ralston J. Graham¹

Foreword

Publication of findings of the Nebraska Agricultural Experiment Station staff is an important part of the work the Station is doing for Nebraska. To be most effective, findings must be published with the least possible delay and in the most usable form.

Since staff members usually are researchers first and authors by necessity, they often seek assistance in preparing their findings for publication. This manual presents a concise guide for publication preparation.

This is not a complete treatment of the subject, but should help get manuscripts written and published quickly and in the most readable form.

It should be recognized that this guide is not a universal bible of style, although most of it will apply to any writing you may do. Journal editors and editors at other universities may have slightly different ideas on such things as organization, capitalization, abbreviations, etc. This Author's Guide was written primarily to assure uniformity of style for Nebraska Experiment Station publications and to answer some of the questions that often perplex authors when they sit down to write.

Policy

Official "publication" of new information may take many forms, but in any case it should be accomplished through channels which are approved or sponsored by the University or by a scientific society. In addition to publication in scientific journals and Experiment Station publications, new information may be included in a talk at a field day, in a paper presented at a meeting of a scientific society, or in "popular" articles released through the College of Agriculture. Only papers which fall in the Station journal series or in the Station bulletin and circular series need be submitted to the Director for review.

Publication in popular, general distribution media—including

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¹ Assistant Extension Editor, Experiment Station Editor and Extension Editor, respectively.

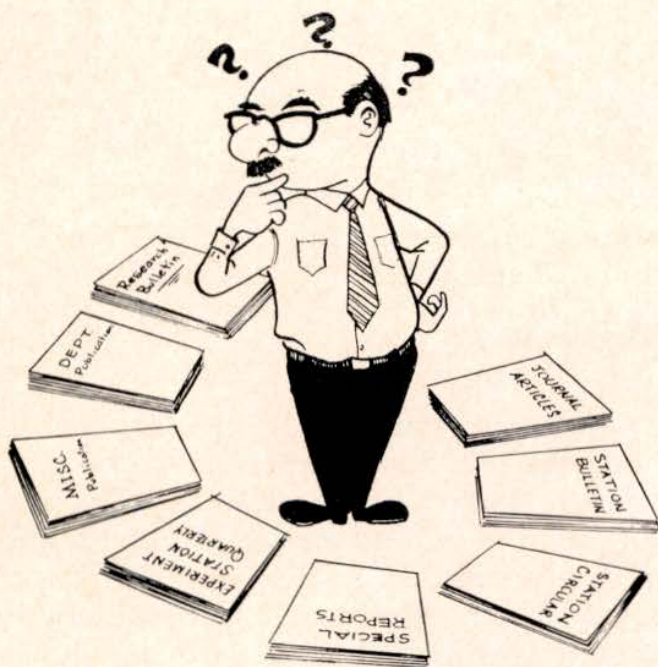
the University's *Farm, Ranch and Home Quarterly*—should not prevent publication in a scientific journal, if journal publication is appropriate.

The intent of this policy is to give the various news media equal opportunity to report new information to the general public, and at the same time protect the scientist's right to a free exchange of information with other scientists.

Responsibility for departmental publications has been delegated to chairmen of the departments in which the manuscripts originate. Series numbers for these publications are assigned by the Department of Information. The Department will provide assistance in manuscript preparation, cover design, and mechanical production. Departmental publications are normally financed with departmental funds, rather than with Experiment Station printing funds.

Authorship credit on Experiment Station publications generally is restricted to persons holding academic appointment. When appropriate, however, graduate students, technicians, or others who have contributed significantly to the research may be given authorship credit.

Abstracts of papers presented before scientific societies may be numbered in the Station journal series. Abstract numbers are followed by "a." As in the case of journal articles, abstracts should be sent to the Director for approval.



Experiment Station Publications Defined

An Experiment Station manuscript falls into one of six categories. These categories were suggested by the College of Agriculture Publications Board and approved by the Dean and Director.

The categories and their uses:

Department Reports

These include progress reports, recruiting leaflets, review articles initiated by the author and other publications pertaining to grants or programs within the Department.

Miscellaneous Publications

These are publications which generally do not fit into the other categories, but are desirable as publications. Included in this category are special reports suitable primarily for library use in typewritten form, critical reviews initiated by persons or groups other than the author, historical publications about outstate stations.

Station Bulletins

Station Bulletins report research of an applied nature and contain information of value to a *lay audience*. They should be as non-technical as possible, keeping in mind when writing whether the audience is a broad one or specialized. Writing should be kept as simple and direct as possible. Data and analyses should be included only when they are needed by and useful to the reader.

Research Bulletins

Research Bulletins carry data and conclusions based on fundamental research. They are written for a limited and specific technical audience and contain material which for reasons other than quality is not suitable for publication in journals. Their audience is the same as for journal articles.

Journal Articles

All reports of original research are to be published in appropriate journals, if feasible. These articles are approved by the Director and carry a footnote crediting the Experiment Station Journal Series.

Quarterly Articles

The Farm, Ranch and Home Quarterly is a publication for farmers, ranchers, homemakers and other Nebraskans who can benefit from information from the College of Agriculture and Home Economics. It is not intended as a publication for the scientific audience, although scientists may have an interest in many of the articles published in *The Quarterly*. Articles should be written in a popular style similar to that required for commercial farm publications.

All staff members of the College (research, teaching and Extension) may write for *The Quarterly*.

For publication in the Fall issue of *The Quarterly*, articles must reach the editor by June 15; for the Winter issue by October 15; for the Spring issue by January 15; and for the Summer issue by April 15.

NOTE: All manuscripts should be typed on manuscript paper, available from the Department of Information.

How to Get Your Manuscript Published

Since Nebraska Agricultural Experiment Station publications are widely distributed to researchers, colleges, libraries and individuals, they must be of a standard that will reflect credit on the Experiment Station.

Procedures have been established to assist authors in getting their research results published. Following these procedures can save you time.

The first step is to consult with your Department Chairman to determine the most suitable form for publication (journal article, research bulletin, station bulletin, etc.).



Journal Articles

1. Your manuscript for reporting original work in professional journals will go through the review process described below (steps 2 through 6) for Research and Station Bulletins.

2. When the Director approves the manuscript, he will send it to the Editor, who will assign an Experiment Station Journal Series number.

3. When you forward the manuscript to the scientific journal, it will include the following footnote specifically stating that it has been approved by the Director:

Published with the approval of the Director as paper No.....,
Journal Series, Nebraska Agricultural Experiment Station.

Research and Station Bulletins

1. When it has been decided to publish your manuscript as a Research or Station Bulletin, the next step is to consult with the Editor on organization, length, illustrations, etc.

2. You are advised by the Experiment Station Director to consult freely with your immediate colleagues while writing your manuscript. The Director says: "This should result in better organization and presentation and should generate discussions on research quality within small groups of individuals with closely allied interests. It should also tend to permit major revisions while the manuscript is in the rough draft stage."

3. When your manuscript is complete, fill out a "Movement of Copy Record for Publications." Your Department Chairman will sign and submit it along with two copies of the manuscript to the Director.

4. The Director will assume that the manuscript has been carefully reviewed within the department(s) in which it originates. If he decides that further review in related departments is advisable, he will designate reviewers and forward it to the Experiment Station Editor.

5. The Editor will obtain comments from the designated reviewers and send them to the Director for consideration. Reviewers need not identify themselves with their comments unless they wish to.

6. The Director may approve or fail to approve a manuscript after review. In either event he will send the reviewers' comments with his additional comments to the department chairman through the Station Editor. Approval is not contingent upon acceptance of reviewers' suggestions. You will be asked, however, to consider them carefully. Failure to approve a manuscript will not preclude revision and resubmission.

7. When the Editor receives your approved manuscript, together with the signed movement-of-copy record and readers' comments, he edits it for style, conciseness and readability. He then consults with you on the editing he has done.

8. The manuscript is then set in type.

9. When galley proofs are received from the printer, the Editor proof-reads them and sends them to you for further checking.

10. You should check the galley proofs word for word with the original copy. After you return the galley proofs to the Editor the type is corrected and put into page form.

11. Page proofs show the pages as they will appear when printed. The Editor checks the page proofs to ensure that all corrections have been made and forwards them to you, along with the galley proofs.

12. You must check the proofs for corrections, continuity, for logical placement of tables, figures and illustrations, and return them to the Editor.

13. If the corrections are minor, the Editor will authorize printing when corrected.

14. When the publication is printed, it is delivered to the Editor for distribution by his office.

To help the Editor make effective distribution, you should send with your manuscript any special mailing instructions.

Quarterly

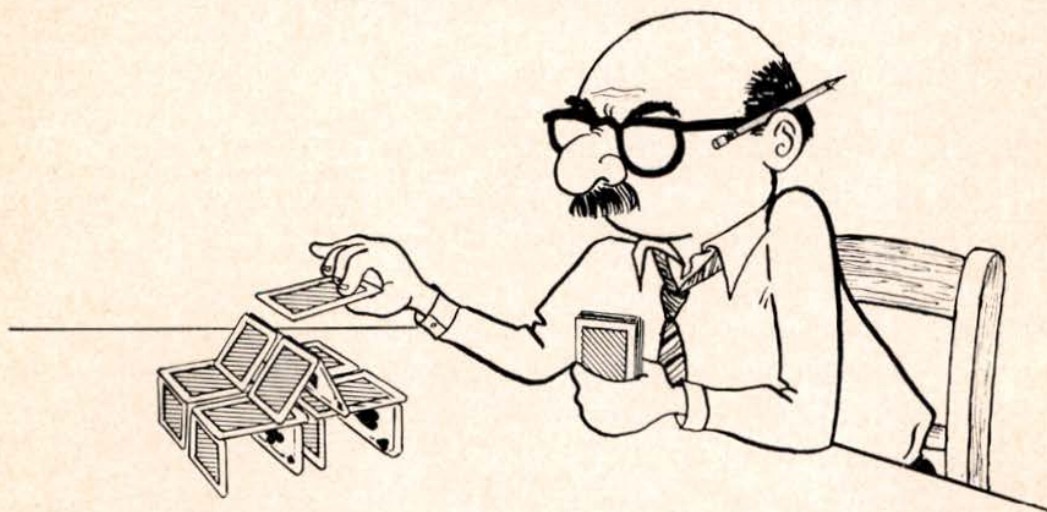
1. Submit manuscripts proposed for use in the *Farm, Ranch and Home Quarterly* through your Department Chairman to the *Quarterly* Editor with an information copy to the appropriate Director.

2. Some *Quarterly* articles are written at the express request of the *Quarterly* Editor.

3. Copy for *Quarterly* articles should be submitted 3 months preceding the month of publication.

4. Because of the short time involved, you will not see galley proofs. However, you will be shown page proofs.

How to Organize the Manuscript



Research Publications

The first requirement for successful writing, as for a successful experiment, is organization.

The first step is to prepare a comprehensive outline. The basic outline of a typical Station Research Bulletin looks like this:

Summary

Acknowledgments (if needed)

Introduction

Review of Literature

Materials and Methods

The Investigation or Experiment

Conclusions (sometimes combined with the Summary)

Literature Cited

The basic outline may be varied, but follow it as closely as possible. With this outline at hand, flesh it out with more detailed subordinate headings.

Summary and Conclusions—These should be complete enough that a potential reader can determine whether his interests require reading the entire publication.

Acknowledgments—This is self-explanatory

Introduction—This should include the purpose of the experiment, any unusual circumstances, its potential applied value, and any other necessary background information.

Review of Literature—A brief summary of findings of other researchers as these findings pertain to your own work.

Materials and Methods—A brief discussion of materials chosen for the experiments, methods used in carrying out the experiment, and why these materials and methods were chosen.

The Investigation or Experiment—The organization of this section necessarily depends upon your judgment as to the most effective way to present your data. Ordinarily, it will be a step-by-step description of work done and the results produced at each step. Before starting to write, carefully determine the figures and tables needed.

Literature Cited—The proper form for citing references in Experiment Station publications is shown on page 16.

Station Bulletins

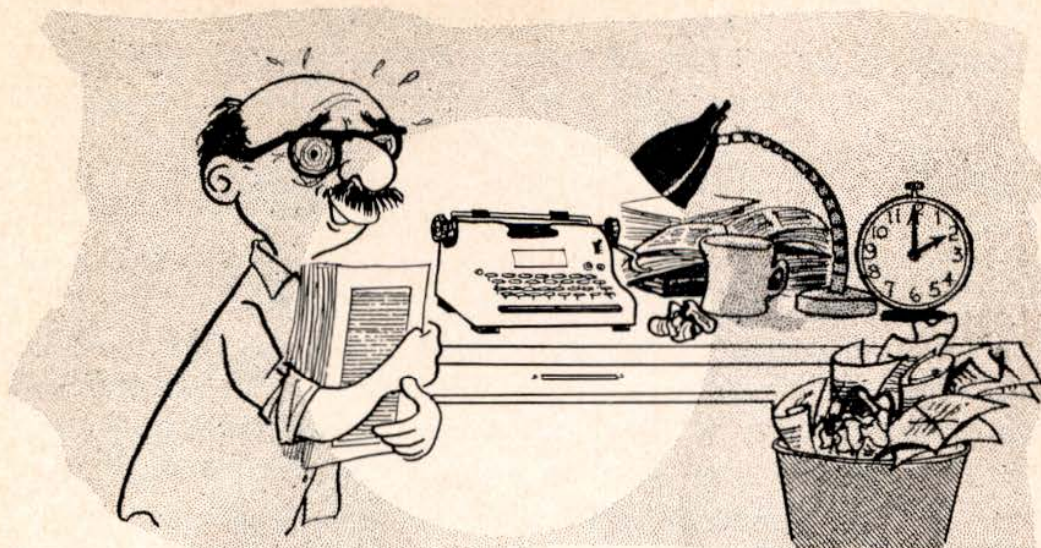
Station Bulletins are directed to a non-technical audience. Organization should follow this general outline:

1. Summary
2. Introduction—an explanation of the problem and how it affects the audience.
3. Investigation or experiment—description of procedure should be kept to a minimum. Illustrations can be used effectively to show what was done.
4. Recommendations (sometimes combined with summary).
5. References, if needed.

How to Write the Manuscript

Once your material is carefully organized, you can start writing. This requires much time and thought to ensure clarity, conciseness and completeness.

Keep in mind the man who apologized for a long letter because he hadn't time to write a short one.



Keep in mind the audience for which you are writing. Unless you are writing for other scientists, translate technical terms into every day language as much as possible. When you must use a technical term which is outside the average vocabulary, explain it briefly.

Use simple sentences and short words. Involved phraseology is hard to read and understand—it may cost you your audience.

Mark Twain, a master at writing, explained how a readable style develops: “—One notices that long, involved sentences confuse him, and that he is obliged to re-read them to get the sense... Unconsciously, then, he accustoms himself to writing short sentences as a rule. At times he may indulge himself with a long one, but he will make sure there are no folds in it, no vagueness, no parenthetical interruptions of its view as a whole; when he is done with it, it won't be a sea serpent, with half its arches under water, it will be a torchlight procession.”

Keeping wordiness out of your manuscript makes it easier to read and saves money. Experiment Station publications cost more each year to produce, the budget is tight, and each page saved means money available for other use.

How to Type the Manuscript

Follow this procedure when typing the final version of the manuscript.

1. Use a typewriter, double-spaced, and standard manuscript paper. This paper is available from the Station Editor.
2. Instruct the typist to use a new, black ribbon and to clean the type before starting.

4. Submit the original and one carbon copy to the Director. (See Movement of Copy Sheet for instructions on *Quarterly* articles.)

5 Numbers, letters, and symbols in formulas and equations must be clear and accurate, and they must be in proper alignment. Allow extra space—triple or even quadruple—around typewritten equations. If your typewriter does not have special symbols, draw them neatly by hand. Note in pencil obscure modifications of symbols such as prime marks, dots over symbols, etc. Carefully distinguish the letter “O” and zero, the letter “l” and the number 1, the degree symbol and superior letter “o” and zero. When “X” represents the multiplication sign, indicate lightly in pencil “mult. sign.” Draw Greek letters carefully, inserting marginal notation such as “Gk. beta” to avoid error.²

Draw or type superior and inferior numbers, letters, and symbols (exponents or superscripts, and subscripts) in the proper position; if there is any doubt about the proper position, pencil a caret $\wedge$ over the characters to be set inferior and an inverted caret $\vee$ under the characters to be set superior. Use combinations of $\vee$ and $\wedge$ as necessary to mark inferiors to superiors ($\underline{A} \vee \wedge$), inferiors to inferiors ($\underline{A} \wedge \vee$), superiors to inferiors ($\underline{A} \wedge \vee$), and superiors to superiors ($\underline{A} \vee \wedge$).

Equations are extremely expensive to set in type, for much hand-work may be required, particularly when built-up fractions, complicated exponents, radical signs, and other forms which must occupy more than one line of type are involved. Hence you should present your equations in the simplest clear form. Simple forms can be obtained by ordinary mathematical manipulation: factoring, removing common factors, clearing fractions, etc. In addition, the following notations are helpful, because the material can be set in one line on a machine.

1) Use a case fraction instead of a built-up fraction:

$$\frac{1}{2} (\underline{a} + \underline{b}), \text{ not } \frac{\underline{a} + \underline{b}}{2} \quad (1)$$

² The inked-in carets and underlines in the following examples are editorial markings that should be made by the author before sending the manuscript to the editor.

2) Use a fractional exponent instead of a radical sign:

$$\underline{a} (\underline{bc})^{\frac{1}{2}} \text{ not } \underline{a} \sqrt{\underline{bc}} \quad (2)$$

3) Use the slant line (/) to avoid built-up fractions, taking care to insert the necessary parentheses:

$$\underline{x} = (\underline{a} + \underline{b}) / (\underline{c} + \underline{d}), \text{ not } \underline{x} = \frac{\underline{a} + \underline{b}}{\underline{c} + \underline{d}} \quad (3)$$

4) Use negative exponents when simplicity results:

$$\alpha = 2 \underline{g} \sin B (3R)^{-1}, \text{ not } \alpha = \frac{2 \underline{g} \sin B}{3R} \quad (4)$$

5) Avoid using a bar to mean average when more than one character is involved; instead, use pointed brackets with a subscript *av*:

$$\langle \underline{a} + \underline{b} \rangle_{av} \text{ not } \overline{\underline{a} + \underline{b}} \quad (5)$$

6) When the argument of an exponential function is complicated, use the form "exp" and type the argument on the line instead of superior:

$$\exp \frac{1}{2} (\underline{V_o} / \underline{\mu D}) (1 - \underline{Br_t}), \text{ not } e^{\frac{1}{2} (\underline{V_o} / \underline{\mu D}) (1 - \underline{Br_t})} \quad (6)$$

7) Avoid aligning superiors directly over inferiors. The expression

$$\underline{x} \frac{2}{\underline{a}} \text{ is fully as clear as } \underline{x} \frac{2}{\underline{a}} \text{ and it can be set by machine.} \quad (7)$$

Draw complex equations in india ink on a separate page.

When several equations are used, number them in parentheses at the right to permit reference to them in the text.

7. Make simple corrections with a blue pencil. Write plainly. For more extensive corrections, type the new material on a piece of paper and paste over the lines being corrected. Do not use scotch tape.

8. Number all pages consecutively in the upper right hand margin. Do not use letters to designate pages inserted later, such as "15a, 15b," but renumber the manuscript.

9. A uniform heading style will help the Editor and the printer. This style is:

MAIN HEADING (all caps centered)

First Subordinate Heading (caps and lower case, centered)

Second Subordinate Heading (caps and lower case, underlined, flush left)

Third Subordinate Heading (caps and lower case, underlined lead-off for paragraph.)

General Rules of Style

On matters of writing style, refer generally to the *United States Government Printing Office Style Manual*. A copy is available in each department. If you wish one of your own, you can order a paperback copy for \$1.25 from the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C.

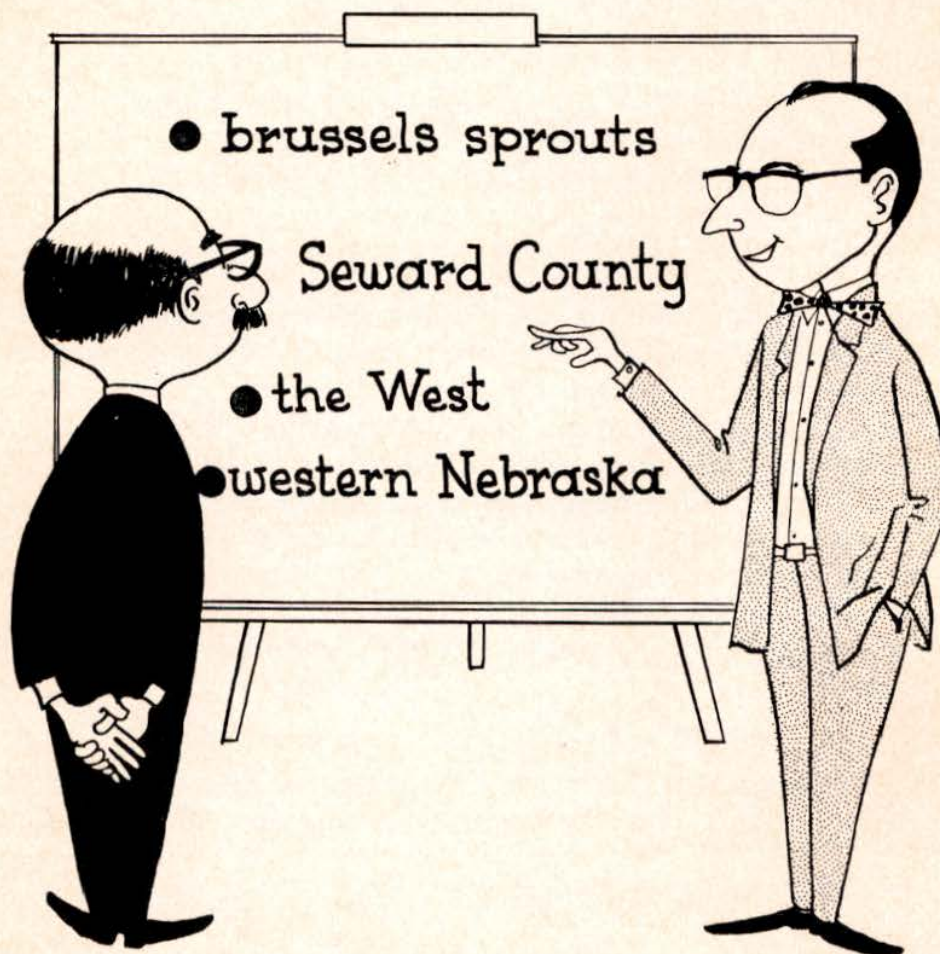
Some of the more common style problems encountered when preparing an Experiment Station manuscript are:

Capitalization

1. Proper names and derivatives of proper names when used with a proper meaning are capitalized. (Rome-Roman; Italy-Italian.)

2. Derivatives of proper names used with acquired independent common meaning, or no longer identified with proper names, are not capitalized (brussels sprouts, plaster of paris, venetian blinds, paris green).

3. The plural form of a common noun capitalized as part of a proper name is also capitalized. (Seward County, Seward and Saline Counties.)



4. A descriptive term used to denote a definite region is capitalized (the West, the Panhandle, the Badlands, the Sandhills, the Upper Peninsula, the Lower Peninsula). However, do not capitalize such general area descriptions as western Nebraska or eastern Nebraska.

Spelling

1. The following are the preferred forms of several words often spelled in various ways:

abridgment	fulfill	movable	sulfur
acknowledgment	gage	penciled, -ing	technique
beveled, -ing	gray	percent	totaled, -ing
canceled, -ing	inquire	practice	toward
develop	install	rhyme	traveled, -ing
disk	judgment	salable	upward
drought	labeled, -ing	shoveled, -ing	usable
enclosed	mold	sirup	woolly
enroll	monolog	sizable	

2. The following list comprises words whose plurals often cause difficulty:

analysis, analyses	erratum, errata	hypothesis, hypotheses
appendix, appendixes	formula, formulas	index, indexes
axis, axes	genus, genera	parenthesis, parentheses
datum, data	gladiolus (sing. and pl.)	

Compound Words

One of the questions most frequently asked by Experiment Station writers is this: "Is the expression written as one word, two words, or is it hyphenated?" Thus arises the matter of compound words. The 36-page section on compound words in the *Style Manual* is especially helpful. Basically, two or more words are compounded (either with or without hyphenation) to express a unit idea or to avoid ambiguity. Check the *Style Manual* carefully on compound words.

Abbreviations

Abbreviations are principally used in tables and bibliographical references. Sometimes, however, they are useful in the text to save space and to avoid distracting the mind of the reader by a repetition of long, cumbersome words or phrases. The first time they are used, abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses. In tabular work such abbreviations should be explained in a footnote.

Note the absence or presence of capital letters in the following common abbreviations:

a.m.—before noon	h.p.—horsepower	p.s.i.—pounds per square inch
av.—average	kw.-hr.—kilowatt-hour	r.p.m.—revolutions per minute
B.t.u.—British thermal units	lb.—pound or pounds	2d—second (note no period)
c.f.m.—cubic feet per minute	No.—number	T.—township
et al.—and others	p.p.m.—parts per million	

Metric abbreviations are not capitalized; the same form is used for both singular and plural. For example: cc.—cubic centimeter(s); gm.—gram (s); mg.—milligram(s); ml.—milliliter(s).

Numerals

Many questions arise regarding the use of numerals in the text of a manuscript. A rule of thumb is that they are used when the figure is 10 or higher, in enumerations, and in matter that is mainly statistical. For special reasons, however, numbers are sometimes spelled out.

The rules and examples given here, which are taken from the *Style Manual*, represent only general principles. You should be familiar with those principles, but at the same time be aware that exceptions exist.

1. Numbers expressed in figures:

a. Quantities and measurements.

(6 years old; 4:30 p.m.; Oct. 6; 0.25 inch; 4½-percent bonds; divided by 2; 1½ acres! 6 miles! 1 gallon: 1 to 4 proportion; 8 days; 5-day week.)

b. Figures are used in groups of two or more numbers any one of which is 10 or greater. (There were 3 committees each consisting of 10 men.)

c. Figures are used for isolated numbers of 10 or greater. (Of the farmers present, 12 were from Seward County.)

Numbers spelled out:

a. When they begin sentences.

If under 10 (note exceptions above).

c. If less than 100 preceding a compound modifier containing a figure. (twelve 6-inch boards)

d. If an ordinal number. (twentieth century; second group)

e. If related to another number at the beginning of a sentence. (Fifty or sixty miles away are the new plots.)

f. If a fraction standing alone in the text. (one-half inch; half an inch.)

Punctuation

Punctuation is designed to make clear the meaning of written language. Most English grammars devote considerable space to the use of the various marks. The section on punctuation in the *Style Manual* presents a concise review of the use of the marks, with accompanying examples.

How to Cite Literature

Experiment Station publications must be uniform in the style of citations to literature. Uniformity of citation style simplifies the job of the Editor and the typesetter. It helps avoid errors.

Follow these rules for citing literature:

When Citing Four or Fewer References

Use footnotes if no more than four references are cited. Number them consecutively throughout the manuscript, beginning with the Arabic numeral 1. Superior numbers ¹ are used. Examples:

¹ Harland, S. C.

1946. A new method of maize improvement. *Trop. Agri.* 23:114.

² Comstock, R. E., Robinson, H. F., and Harvey, P. H.

1949. A breeding procedure designed to make maximum use of both general and specific combining ability. *Agron. Jour.* 41: 3660-367.

³ Hopkins, C. G.

1899. Improvement in the chemical composition of the corn kernel. *Ill. Agr. Exp. Sta. Bul.* 55:205-240.

When Citing Five or More References

When you have five or more references, list them at the end of the article or bulletin under the heading "Literature Cited." Arrange them alphabetically according to the surname of the author or senior author. Number them. Mention them in the text in this manner:

"Rached (6) found . . ."; "Muncie, Hatfield and Mrofsky (7) stated . . ."; "Muncie *et al.* (8) discovered . . ."; or "The workers pointed out . . . (9).

Before submitting the completed manuscript, check the references in the "Literature Cited" section for: 1) accuracy and completeness, and 2) any titles which may be listed but are not mentioned in the text. The Agricultural Librarian will be glad to check your citations for accuracy.

The style for "Literature Cited" is the same as for footnoted references, except that you will not use the superior numbers. Thus:

1. Harland, S. C. etc.

2. Comstock, R. E. etc.

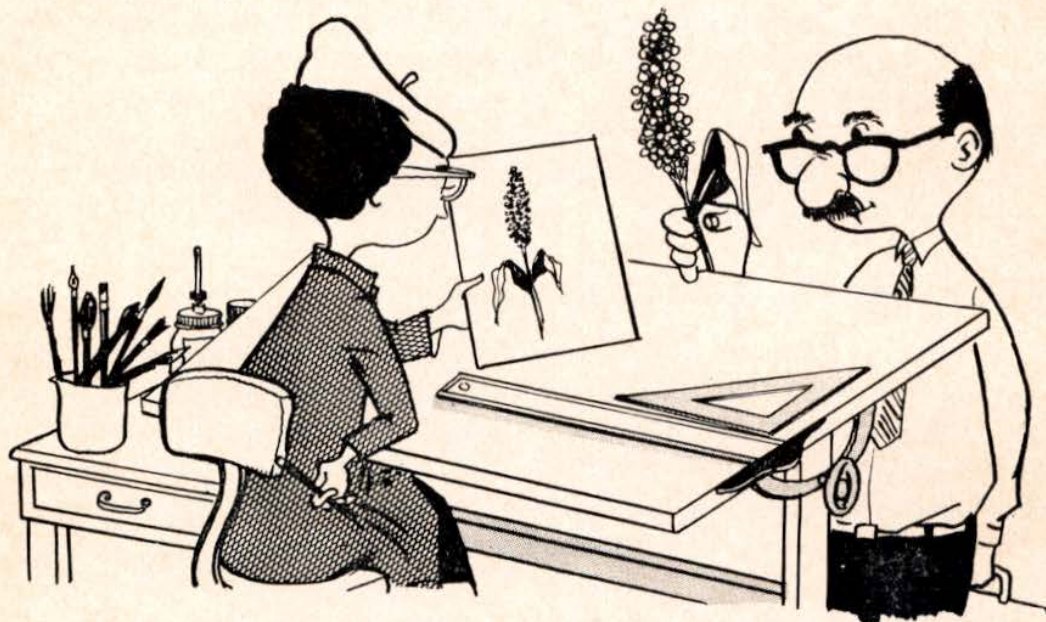
Use standardized abbreviations. (See Whitlock, Carolyn. 1939. *Abbreviations used in Department of Agriculture for titles of publications*, U.S. Dept. of Agr. Misc. Pub. 337. 278 pp.)

Illustrations

Since photographs and drawings contribute greatly to a publication, plan them carefully.

Anticipate the photographs that will be most useful. Before an experiment reaches a stage you will want to illustrate, make arrangements to get high quality black and white pictures (colored slides do not reproduce well). The Department of Information can provide a photographer. Caption these pictures carefully.

The Department of Information has professional artists who can produce necessary drawings. However, the artists are not scientists and will need expert guidance. Anticipate your need for drawings and assemble any helpful material you can. This will include your own carefully drawn sketches plus any previously published examples you can find. Given a clear idea of what is wanted, the artists can produce drawings that will be a credit to your publication.



If possible, bring photographs and materials for drawings when you present your manuscript to the Editor. At this time, the Editor can make sure the captions are clear and complete. At the same time, you can consult with the artist on the drawings you need. Draw all graphs on graph paper so the artist can reproduce them accurately.

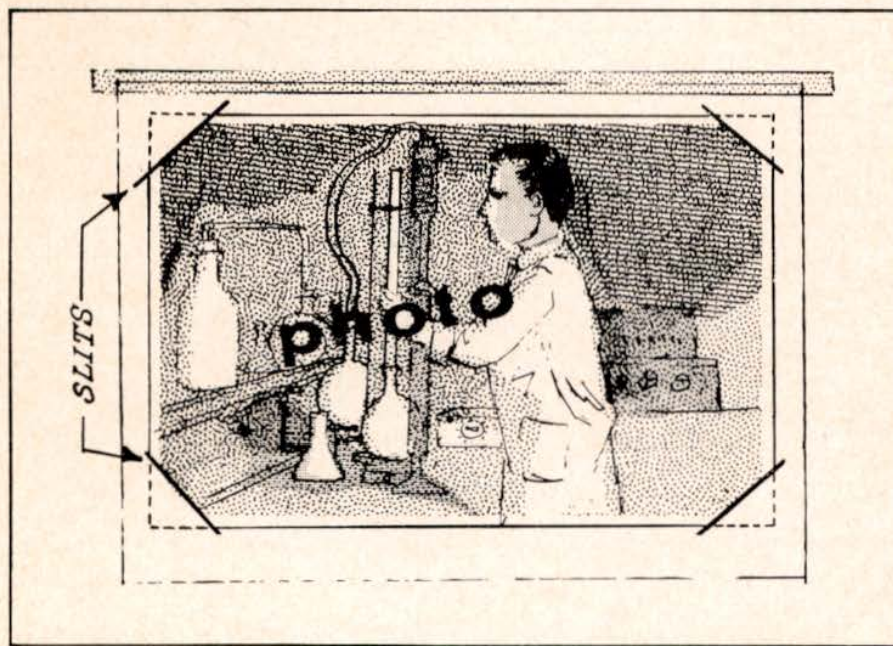
Type the legend for a drawing or photograph on a sheet of paper separate from the rest of the text and either label it clearly or attach it to the back of the material to which it is related.

You will need clear, contrasty (deep blacks and pure whites) photographs. They should be 5" x 7" or larger. If small details are important, take the picture with a good camera, using one of the larger negative sizes, preferably 4" x 5". A picture taken with a 35-millimeter camera becomes grainy and loses detail when enlarged. The problem is further complicated when the photo is broken up into dots for reproduction as a halftone in the printed publication.

Handle photographs carefully. Do not mark the front in any way. Do not write on the back with pencil or pen. Do not attempt to crop the picture yourself and do not trim it with scissors. Just indicate to the Editor the area he must include in the cut. For identification, write the figure number on one corner of the back of the photo with a grease pencil. Do not use paper clips on photographs or stick any type of adhesive tape to the front of them. If art work is needed, do not indi-

cate it on the photograph itself. Attach a tissue overlay by one edge only and pencil the art work lightly on the tissue paper.

Here is an illustration of a good way to handle a photograph so that it will not be marred and yet will have all the necessary data attached.



If you wish to reproduce the illustrations from a copyrighted book or magazine, you must first get permission from the copyright owner.

A simple line drawing usually can be reproduced directly from a printed publication. However, a photograph cannot be reproduced successfully from a printed publication. When the halftone dots are broken up a second time for a new halftone etching the result is an unattractive pattern. If you wish to use a photograph from another publication, you should write and request the loan of the original photograph.

If you borrow an illustration, be sure a proper acknowledgment is written just above the legend. Thus: "Courtesy of Dr. John Jones, Department of Entomology, ——— University."

Tables

Keep the number of tables to a minimum. This saves production time and costs and makes your publication easier for the non-technical person to read. Tabular work is difficult for the printer. It costs nearly twice as much as straight matter.

Tables are most effective when they present in a concise and orderly manner information which can be presented in no other way.

Here is how to prepare a table:

1. Type it on a sheet of paper separate from the text of the manuscript. It will be set separately from the text.

2. Give each table a number and a brief, clear title answering the questions "what, where and when." For example: Table 1—Cost of sprinkler irrigation on Nebraska farms, 1960.

3. Don't try to include too much data in a single table. If possible, design it so that it can be set within the 4½ inch width of the publication page. Maximum permissible width is approximately seven inches. This must run sideways on the page. You will find examples in Station Bulletins already printed.

4. Make column headings compact so that, preferably, they can be set crosswise of the table. Capitalize only the first letter of the first word. Use abbreviations only if necessary and only if they can be understood by the reader.

5. To avoid confusion, indicate table footnotes by superior lower case letters: a/, b/ etc. Sequence of these shall be from left to right in the table.

Footnotes

Footnotes give incidental or additional information, and, in some instances, cite literature. Type them at the bottom of the page in which they appear in the text.

Separate footnotes from the text with a crossline.

Number footnotes consecutively through the text, beginning with "1". Use superior numbers, such as (... valid, but inconclusive 1/). Do not use symbols, such as an asterisk (*) to footnote the text. Asterisks are used only for denoting statistical significance.

Proofreading

After the manuscript is set in type, you will have at least two chances to correct errors. An exception is *Quarterly* articles, on which you will see only page proofs.

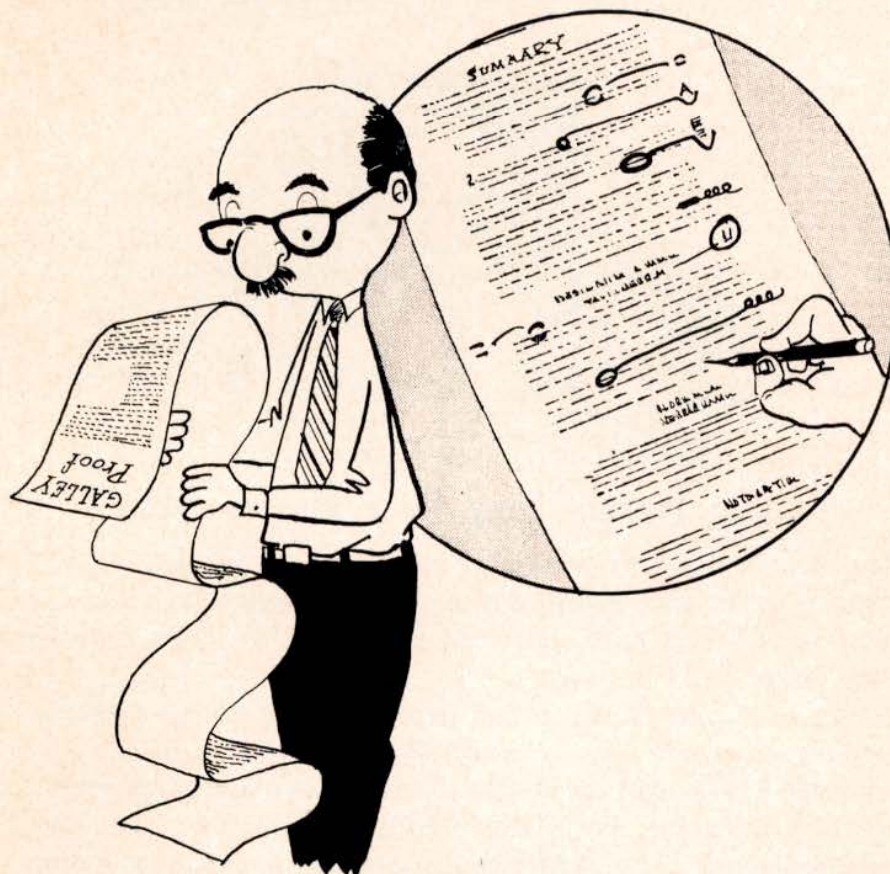
Proofs will be read by the Editor, who will catch most of the typographical errors. You will need to read the proofs carefully, however, not only to make sure all typographical errors are corrected, but also as a last chance to correct any errors of fact.

Galley Proofs

1. These are uncorrected, unpagged proofs as they come from the compositor. They are on long sheets of paper with headings and sub-headings inserted at the points where they appeared in the text.

2. The Editor will read the galley proofs and send them to you along with the original manuscript. You will check the proofs for any

typographical errors which may have been missed. Check with special care all figures and tables. In the case of mathematical formulas and tables with symbols, make certain the printer has followed your copy exactly, as the printer is especially liable to err on this type of copy. Write corrections clearly with a blue pencil. Here is an example of how to mark proofs.



Page Proofs

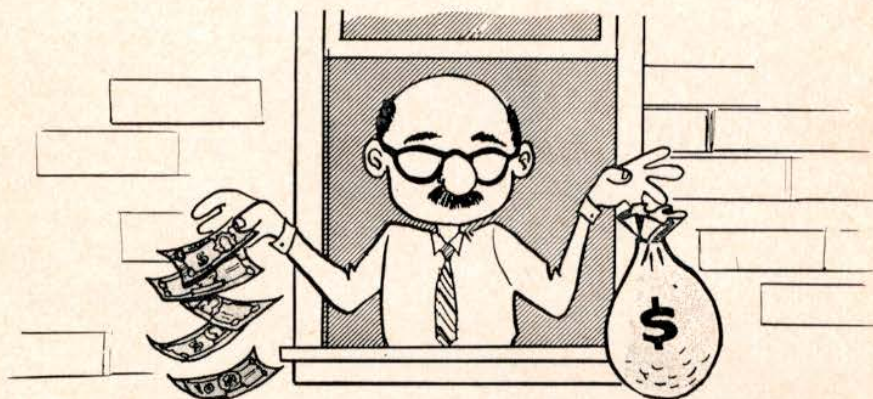
1. When you return the galley proofs to the Editor, he will paste them up in page form. The printer will return page proofs, showing how the pages will look in the final form.

2. The Editor will check the page proofs to ensure that all corrections have been made and the type assembled according to instructions. You then will check them carefully for errors which may have been overlooked. You should make certain that all tables and figures are properly placed. This is your last chance. If you want minor changes note them and return the proofs to the Editor. If you want major changes, consult with the Editor.

3. The next you will see is the finished product. If you, the Editor and the printer have done a good job, the publication will be a credit both to you and to the Experiment Station.

Warning

A warning about making editorial changes in the text when reading the galley or page proofs: Do not make these changes unless absolutely necessary. Such changes are known as author's revisions. If extensive, they increase the cost of publication out of proportion to the amount of work they might seem to require. Such revisions normally should be made in the manuscript before it is sent to the printer.



How to Prepare Copy for a Revised Edition

If you are completely rewriting one of your publications, prepare the manuscript as you would for a new publication.

If you are revising only portions of the publication, you need not retype all of it.

1. Get two copies of the previous edition. Separate the pages so as to have two complete sets of printed pages.

2. Prepare the manuscript as usual on manuscript paper, but type only the new material. Paste the printed material on the manuscript paper in the proper order, cutting the printed pages as necessary. Paste the clippings in consecutive order, filling the manuscript paper from top to bottom of the indicated typescript area. The printer will furnish galley proofs of the publication, which must be repaged.

3. Indicate corrections and changes on the margins in the same manner as you mark a proof.

4. If you add or delete illustrations, be sure to revise any references or figures appearing in the printed matter.

5. If you wish to use an illustration from another Experiment Station publication, clip it and paste it on a separate sheet of paper. On the sheet, indicate the figure number it will have in the new publication and identify the publication and page number from which it is taken. Write a new legend in the usual manner.

6. Check with the Editor if you wish to reference another Experiment Station publication. This is to ensure that the publication is still available. Referencing a publication which is out of print can irritate readers and cause needless work for the mailing room.

Useful References

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