

Journal of The Oughtred Society (JOS)

Guidelines for Authors

December 3, 2009

1. General Procedure.

- A. Reviewing past JOS articles. You can use the searchable JOS Index on the OS website at www.oughtred.org/journal.shtml to review past Journal articles to learn what has been published on your subject in the past.
- B. Submitting your article. Send your article to the Journal at tedhume@zipnet.us as an attachment to Email. For typewritten articles the postal mail address is Ted Hume, P.O. Box 63021, San Angelo, TX 76906 USA
- C. Editorial Review. We will review your article, proofread it, and typeset it for printing.
- D. Your Approval. We will return the typeset version to you as a PDF (Personal Data Format) file for your final approval. You will need Adobe Reader to view it.
- E. Corrections. When you receive your final typeset version, please do not rewrite or make significant changes in your article. This would require us to typeset it again, causing delay. Make note only of corrections needed and send your notes to us via Email.

2. Electronic Format, Text and Graphics

- A. Microsoft Word is preferred for your manuscript. Please discuss this with us if you have questions.
- B. Font. Use all one size of a common font such as Times New Roman, 12 point size. We will use different font sizes as needed when we typeset your article.
- C. Spacing. Type your article single spaced.
- D. Paragraphs. Indicate paragraphs by double spacing between lines.
- E. Margins. Don't use right margin justification.
- F. Headings. Place heading in the line above the paragraph, at left margin, same font as your text.
- G. Graphics and Tables
 - You may insert graphics (please include captions) into your Word.doc, but we also need all graphics as separate files.
 - Send all graphics (photos, drawings, etc.) as separate files. Photos need to be 300 dpi (dots per inch) in .JPG format, in full color (RGB), not black and white or grayscale.
 - You may insert Tables into your text or send them separately.
 - Include a caption for each graphic and table. (Example: Figure 1. Aristo 0973 Superlog ... Table 2. Gold Slide Rules)
 - Show us where your graphics should appear in your text. If you do not insert your graphics into your article, please insert your captions as markers in your text to show us where the graphics should be located.
- I. PLEASE do not use Word's automatic footnote numbering system. Our typesetting programs cannot deal with it and we must spend a considerable amount of time undoing it.
To create superscript numbers in Word, type the number, highlight it, then select in the top tool bar : Format / Font / Superscript / OK

3. References, Bibliography and Footnotes.

- Collect and number your references and/or bibliography in text at the end of your article. Please do not use Word's automatic reference formatting system.
- We use the following format for references and bibliographies, adapted from the Chicago Manual of Style :
 - Books : McCullough, D., *Truman*, New York, Simon and Schuster, 1992.
 - Articles : Feazel, B., "Palmer's Computing Scale", *Journal of the Oughtred Society*, 3:1, p9, Spring 1994.
- Please review previous Journals for examples of reference format.

4. Finally.

Please keep in touch with us and send us your final approval as quickly as possible.

Also, please remember that three of us are fellow members of The Oughtred Society who volunteer our time to publish the Journal. It is a complex and lengthy process, and if you will follow these guidelines, our job will be easier and faster, and your article will appear its best in print.

Above everything else, The Oughtred Society is supposed to be enjoyable for you as a member. If you are not enjoying yourself in the Journal article submission process with the editorial team, please let the editors know.

We will greatly appreciate your comments and suggestions.

Thank you for your interest in the Journal.

We look forward to working with you.

Bob Koppany, Editor

Otto van Poelje, Associate Editor

Ted Hume, Associate Editor

Don Black, Associate Editor