

Journal of the Oughtred Society (JOS)

Guidelines for Authors

1. Introduction:

The JOS is a technical journal, with a wide audience of various backgrounds. The JOS is written in English, but is read by a large number of people for whom English is a second language. Therefore, some formatting guidelines are suggested below, noting these guidelines use the recommended page size, font, and margins.

2. General Procedure:

- a. Review past JOS articles by using the JOS Index on the OS website at <http://www.oughtred.org/journal.shtml> to avoid duplication. Previous articles may contain applicable references for your article.
- b. Submit your article to:
 - i. If you are in Europe or the United Kingdom, please send your article in Word (*.doc or *.docx) format attached to an e-mail to Otto van Poelje at ovpoelje@rekenlinialen.org.
 - ii. If you are in the USA or other country, please send your article in Word (*.doc or *.docx) format attached to an e-mail to David Sweetman at david_for_os@att.net.
- c. We will format, proof, and edit your article. You may request identification of changes.
- d. We will return the revision for you to approve or correct the recommended changes.
- e. Send us the corrected version with “Track Changes” enabled with all your updates.
- f. If you request, we will send you an *.pdf file of the typeset version for a final review, prior to printing. Please send a list of any corrections, noting the location of each change.
- g. Members may request a free extra copy of the Journal containing their article. Non-member authors may request one free copy of the Journal containing their article.

3. Guidelines:

- a. Microsoft Word (*.doc or *.docx file type) is preferred for your article. Articles should be no longer than 6 pages, 8 pages may be allowed on occasion.
- b. You may insert your images (e.g., scanner results, photographs, drawings, illustrations, or graphs) into your article, but if you do not, please identify the preferred location of your images by inserting the Figure numbers and captions as markers between paragraphs.
- c. Even if you insert images into the text, please send all images as separate *.jpg files. Images need to be 300 ppi (pixels per inch) in *.jpg format, full color (RGB), not black & white or grayscale. Details of objects are often more useful than full pictures.
- d. Label each Word produced table, i.e., Table 1. An image of a Table is labeled a Table.
- e. Include a caption for each image and table. (Example: Figure 1. Aristo 0973 Superlog (below the image) or Table 2. Slide Rule Operations (above the table)).
- f. Please do NOT use Word’s automatic endnote or footnote numbering system or Word’s formatting for list numbering, bullets, or headings. Use a superscript number, e.g., ¹, to identify notes and a number in brackets, e.g., [2] for literature references. All notes and references are at the end of the article. List these references and notes using numbers and a period, i.e., no superscripts or brackets, at the end of the article.
- g. Please avoid **bold** and underline usage if possible.
- h. Cite references, including the Internet URL. Do not suggest readers to search (e.g., “Google) for a citation or term.
- i. Use the following format for references:
 - Books:
 1. Cajori, Florian, *A History of the Logarithmic Slide Rule*, Astragal Press, New Jersey, 1994.
 - Articles:
 2. Feazel, Bobby, *Palmer’s Computing Scale*, Journal of the Oughtred Society, 3:1, 1994.