

Journal of The Oughtred Society (JOS)

Guidelines for Authors

February 2010

1. General Procedure.

- A. Reviewing past JOS articles. You may 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.
 - If you are in Europe or the United Kingdom, please send your article to us as an attachment to Email to Otto van Poelje at ovpoelje@rekeninialen.org
 - If you are in the USA or other country, send your article to tedhume@zipnet.us
- 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 (Portable Data Format) file for your final approval. You will need Adobe Reader to view it.
- E. Corrections. When you receive your typeset version, please do not rewrite or make significant changes in your article. This might 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. We suggest Times New Roman font, 12 point size. We will use different font sizes as needed when we typeset your article. If you prefer another font to prepare your Word document, please feel free to use it.
- C. Spacing. Type your article single spaced.
- D. Paragraphs. Indicate paragraphs by a single blank space between paragraphs. Don't indent.
- E. Headings. Place heading in the line above the paragraph, at left margin, same font as your text.
- F. Graphics and Tables
 - You may insert images or drawings (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 Word document or send them separately.
 - Include a caption for each graphic and table. (Example: Figure 1. Aristo 0973 Superlog).
 - Show us where your graphics should appear in your text. If you do not insert your graphics into your article, please insert your Figure or Table numbers and captions as markers in your text to show us where the graphics should be located.

G. PLEASE do not use Word's automatic footnote numbering system. Our typesetting programs cannot reproduce 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, bibliography, and footnotes as 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, David, *Truman*, Simon and Schuster, New York, 1992.
 - Articles : Feazel, Bobby, "Palmer's Computing Scale", *Journal of the Oughtred Society*, 3:1, 1994.

4. Example Article.

Preparing an Article for the Journal of the Oughtred Society

Joe Shlabotnik

Introduction

There is no mystery in preparing and submitting an article for the Journal of the Oughtred Society. Actually, it is quite easy. Please read the following suggestions before you start writing your article. This will help both of us to get the job done as quickly and accurately as possible.

Subject

We suggest that your subject relate to slide rules or other calculating instruments. Articles not relating to specific instruments are welcome. You may review a summary of all past articles on the Oughtred Society website.

Microsoft Word

We can easily handle your article prepared in Microsoft Word. We suggest Times New Roman font in 12 point size, but we can process any font you may wish to use. You may insert your graphics, images, tables, formulae, etc. into your Word document if you wish to show us how you envision your article's appearance. You may also send us a Portable Data Format (PDF) file of your article, although this certainly is not required and seldom is needed.

Captions

We do need captions for all of your graphics (images and tables). If you do not include your graphics in your Word document, please show us in your text where your graphics will be located by including the Figure or Table number and captions for all graphics.



Figure 1.
Slide Rule Display

| | | | |
|-------------|----------------|---------------|---------------|
| 1936 | \$15.00 | \$1.00 | \$2.50 |
| 1937 | | | |
| 1938 | \$18.00 | \$1.25 | \$3.00 |
| 1939 | \$18.00 | \$1.25 | \$3.00 |
| 1940 | | | |
| 1941 | \$21.00 | | |

Table 1.
Slide Rule Prices

Italics

If you include in your text the name of a book or periodical, or text in a language other than English, please italicize these items. However, please use italics sparingly for emphasis of text.

My favorite book is *Truman*, by D. McCullough [1].

My favorite German word is *Rechenschieber*.¹

References :

Please use bracketed numbers [2] for literature references. See above. Use footnotes for other details, personal comments or non-literature related items.

Other details

Other small details will help us to process your article quickly and accurately :

- Footnotes : Please do not use Word's automatic footnote system.
- References : Please do not use Word's automatic reference formatting system.
- Spacing : Type your text single spaced.
- Paragraphs : Indicate paragraphs by a single blank space between paragraphs.
Don't indent.
- Headings : If you use headings, please locate them on the line preceding the start of a paragraph.
- Images : Whether or not you insert your images into your article, we do need all images as separate files.
- Image format : JPG, 300 dpi, full color (RGB), not black and white or grayscale.
- Long text. If you have long expanses of text, try to insert in it some headings or graphics.

We hope that this short example "article" is helpful to you.

Footnotes

1. *Rechenschieber* is the German word for slide rule. Its literal translation is “slide”.

References

1. McCullough, David, *Truman*, Simon and Schuster, New York, 1992.
2. Feazel, Bobby, “Palmer’s Computing Scale”, *Journal of the Oughtred Society*, 3:1, 1994.

5. Finally.

Please remember that these *Guidelines* are just that ... guidelines. They are not rules. There certainly will be exceptions. We are flexible. The purpose of these *Guidelines* is to help us to help you prepare an article for the Journal which we can typeset and organize into a Journal issue in a timely manner and as accurately as possible.

If you have a question, or if you have suggestions for us, please write to Ted Hume tedhume@zipnet.us or to Otto van Poelje ovpoelje@rekenlinialen.org

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 can generally 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 should 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