

# Journal of The Oughtred Society (JOS)

## Guidelines for Authors

May 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](http://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](mailto:ovpoelje@rekeninialen.org)

-- If you are in the USA or other country, send your article to [tedhume@zipnet.us](mailto: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.

Send us a list via Email of any corrections you may have.

### 2. Electronic Format, Text and Graphics

A. Microsoft Word is preferred for your manuscript. Please discuss this with us if you have questions.

B. Headings. Place headings in the line above the paragraph, at left margin.

#### C. Graphics and Tables

-- Send all graphics (photos, drawings, etc.) as separate files. Photos need to be 300 ppi (pixels 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 ).

-- If you have preferences about the location of your graphics in your text, insert your Figure and Table numbers and captions as markers between paragraphs to show us where the graphics should be located.

-- You may insert your images or drawings (please include captions) into your Word.doc, but this is not needed.

#### D. Footnotes

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.

### 3. References, Bibliography and Footnotes.

A. List your references and footnotes as text at the end of your article.

Please do not use Word's automatic reference formatting system.

B. We use the following format for references and bibliographies:

-- 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 also 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 wish to use.

#### Captions

We do need captions for all of your graphics (images and tables). Please show us in your text where your graphics will be located by including between paragraphs the Figure or Table number and captions.



Figure 1.  
Slide Rule Display

Table 1.  
Slide Rule Prices

<b>1936</b>	<b>\$15.00</b>	<b>\$1.00</b>	<b>\$2.50</b>
<b>1937</b>			
<b>1938</b>	<b>\$18.00</b>	<b>\$1.25</b>	<b>\$3.00</b>
<b>1939</b>	<b>\$18.00</b>	<b>\$1.25</b>	<b>\$3.00</b>
<b>1940</b>			
<b>1941</b>	<b>\$21.00</b>		

## References

Please use bracketed numbers [2] for literature references. See Item 3 above.  
Use footnotes <sup>2</sup> 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.
- Paragraphs : Indicate paragraphs by a single blank space between paragraphs.
- Images : We 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 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](mailto:tedhume@zipnet.us) or to Otto van Poelje [ovpoelje@rekenlinialen.org](mailto:ovpoelje@rekenlinialen.org)

Also, please remember that four 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, faster, and more accurate, 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 have a problem with the Journal article submission process or the editorial team, please let us 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  
David Sweetman, Associate Editor  
Don Black, Associate Editor