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, for accuracy and clarity, a number of formatting and grammatical suggestions are contained in these guidelines.

2. **General Procedure:**
   a. Review past JOS articles by using the searchable JOS Index on the OS website at http://www.oughtred.org/journal.shtml to learn what has been previously published on your subject. Some of the previous articles may contain applicable references for your article.
   b. Submit your article attached to an e-mail to Jim Bready at rechenmeister@peak.org.
   c. We will review, format, edit, and proof your article.
   d. We will return the edited version for you to approve or correct the recommended changes. Send us the revised version with "Track Changes" enabled with all your updates.

3. **Guidelines:**
   a. Microsoft Word (*.doc or *.docx file type) is preferred for your article. Please discuss other word processors with us if you do not use Word.
   b. The preferred submission format is Times New Roman font, size 10, in single column, single-line spacing, and left justified. Use **bold** centered for section headings. Italics should be for non-English words.
   c. Include all graphics (e.g., photos, drawings) as *.jpg files. Graphics need to be 300 ppi (pixels per inch) for the full width of the image in *.jpg format, full color (RGB), not black & white or grayscale. A picture of the interesting area is often more useful than a picture of the entire item.
   d. Insert Tables into your Word document; very large Tables may use a separate file.
   e. Include a caption for each graphic and table. (Example: FIGURE 1. K&E 4053-5).
   f. Identify the preferred location of your graphics in your text by inserting the graphic/image, Figure numbers, and captions as markers between paragraphs.
   g. Please do NOT use Word's automatic endnote or footnote numbering system. Use a superscript number, e.g., [1], to identify footnotes/endnotes. List these notes and references at the end of the article using numbers, i.e., no superscripts or brackets at the end of the article.
   h. Use the following format for references and bibliographies:

   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.