

## Before You Begin: Basic Requirements for Word Processing

### *Guidelines*

In order to facilitate the typesetting of your work, we request that the manuscript be submitted in electronic format whenever it is possible. The purpose of the guidelines presented in this section is twofold:

- We want to help you keep the word processing aspects of your writing as simple as possible so that you can concentrate on the content of your article without having to worry about a multitude of mechanical details.
- We also want to avoid heavily formatted electronic files that will take a large amount of time to "clean up" before the coding process can begin. Such a cleanup could eliminate the timesaving advantages the process offers.

In view of the wide variety of word processing programs available, the guidelines presented here can be stated only in very general terms.

Please choose the word processing software you are going to use in accordance with this order of preference: Microsoft Word for Windows (any version), WordPerfect for Windows (any version), a DOS version of Microsoft Word or WordPerfect (any version), or any Macintosh version.

We encourage the use of the software application, TeX, for preparation of technical manuscripts with mathematics texts. Also, if you are using L<sup>A</sup>T<sub>E</sub>X to prepare your manuscript, Wiley offers macros and instructions designed to help with manuscript preparation. These are available for down-loading directly from our ftp site at [ftp.wiley.com/public/sci\\_tech\\_med/authors/tex\\_macros/](ftp.wiley.com/public/sci_tech_med/authors/tex_macros/) or through the World Wide Web at [www.wiley.com/authors/](http://www.wiley.com/authors/). Please contact your subject editor or the Production Department at John Wiley & Sons if you need further information.

If you do not have access to any of these programs, please use the word processor you are familiar with and indicate the name of the software, its version, and the operating system on the disk label as described later in this section.

### *Disk Submissions, Copyediting, and Proofreading*

Your disk will be evaluated by the typesetter for use of the keystrokes. Factors determining its use are the amount of attention needed to bring the disk into final form (e.g., heavy input of copyediting changes), your consistency in formatting the disk, and the content of your book (e.g., tabular, math, or chemistry may not be useable). Even if your disk is used, the copyeditor most likely will NOT be editing on screen and will be working with the hard copy printout. Therefore, you will need to follow the instructions given in the guide Checking Copyediting and Proof when checking the copyediting. In

addition, you still need to proofread in the galley or page proof stage. In using the disk, material can be dropped and errors introduced in the course of transferring your keystrokes to the compositor's typesetting system. Therefore, you will need to read the proof and check for continuity, completeness, correct formatting, and so on, as specified in Checking Copyediting and Proof.

### ***Organizing Your Disk Files***

The following basic guidelines for organizing and identifying the files on your disk will help us to code your electronic manuscript efficiently and with a minimum of errors:

- Use a separate file for each part of the manuscript. That is, you should use a separate file for the text, illustrations, tables, all figure legends, and the references. Please note that even though many word processing programs allow graphics to be embedded in the text, we must have separate graphics files.
- The [conventions for naming your files](#) are described below. Please adhere to these conventions. Use your operating system's facility for naming media to give your disks names that indicate their contents.

### ***Formatting Your Electronic Manuscript***

Given the sophisticated printing capabilities now offered by most word processing programs, you may be tempted to format your document as you want the final printed copy to look. You might, for instance, want to justify the text or use different type sizes and different margins for various elements. *Please do not succumb to this urge!* Before using your electronic files to typeset your manuscript, the typesetter will insert specific typesetting codes identifying aspects of the document, heads, lists, and other text elements in accordance with their propriety equipment's requirements. During this process, excessive formatting codes are more likely to be a hindrance than a help and could easily cause delays that might eliminate the advantages afforded by your providing an electronic file of your work. Thus, it is very important that your formatting of your electronic files be as simple as possible.

When you format your electronic manuscript, please follow these relatively few but very important rules:

#### **Text Style**

Format the basic text in plain type, flush left, double spaced. All of the text should be entered using regular uppercase and lowercase letters. That is, don't use Caps Lock. Type entered in uppercase letters usually must be altered manually.

Within the text, you can use boldface, italics, boldface italics, superscripts, and subscripts. Please do not attach these attributes to the headings.

Use your word processing program to insert Greek letters, mathematical symbols, and the like, which do not appear on the standard typewriter keyboard.

Type your text as one long, continuous page; that is, do not worry about difficult page breaks. This rule applies even when headings or other text elements appear to break in an undesirable manner. We will make sure that pages break properly when we convert your electronic file manuscript into printed pages.

Be sure that you always use the numeral keys for numbers and the letter keys for letters. The old typewriter practices of using the letter "O" for zero or the lowercase "el" for the number one do not work in word processing.

To type an em dash (--), the long dash used in text material, enter two consecutive hyphens with no space either before or after (--). To type an en dash (-), commonly used in ranges of numbers, enter a single hyphen with a space before and after ( - ).

Do not use the header or footer functions of your word processing program. You may use the automatic page numbering if you wish. Just be sure the page numbers are not implemented through headers or footers. If you are unsure of how your word processor implements page numbers, do not use the function, but add them by hand after printing.

### **Spacing, Centering, and Tabs**

Never use the space bar or the Tab key more than once at a time anywhere in the manuscript. That is, never hit the space bar or Tab key twice in a row. Use only one space between sentences. This may take some getting used to since following the old typewriting rule of using two spaces after a period is a difficult habit to break. Do not use the space key a number of times to indent a paragraph or to separate the elements of a table. For these purposes, use the Tab key and use it only once. Similarly, do not use the space key to center heads. Use your word processor's centering key.

In bulleted or numbered lists, use the Tab key both before and after the bullet or number. (That is, there should be a Tab between the bullet or number and the beginning of the text of the entry.)

When you use the Tab key, don't worry about setting it for the proper distance. All we need is the Tab character entered in the proper place. We will ensure that it has the desired effect when it is printed.

### **Paragraphs**

All paragraphs should begin flush left. Never use a hard return--that is, never use the key--within a paragraph. Let the lines wrap automatically.

Insert a blank line between paragraphs and to separate paragraphs from heads and lists. That is, whenever there is really supposed to be a line break, press the key twice in a row.

## **Headings**

Use the standard formats for the various levels of headings illustrated below. That is, level-1 heads should be centered, level-2 heads should be placed flush left, and level-3 heads should be indented one Tab from the left. Allow a long head going on to another line to wrap flush left. Do not insert another Tab to make it align. Each of these heads should be preceded and followed by a blank line. Level-4 heads should be typed flush left, followed by end punctuation (usually a period) and should "run in" to the text of the paragraph. All heads should be typed in uppercase and lowercase letters only. No text should be entered as all capital letters.

### **Examples:**

Level 1 Head Centered

Level 2 Head Flush Left

Level 3 Head Indented One Tab from the Left

Level 4 Head. Paragraph text immediately follows.

Use your word processor's centering feature to center level-1 heads. Do not use the space bar or the Tab key repeatedly to accomplish this. Do not make heads italic, boldface, capital letters, or boldface italic.

## **Lists**

Every list should be preceded and followed by a blank line. A list item should not have a punctuation mark after it unless it is a full sentence. The items in the list should be separated by hard returns. That is, you should press the Enter key at the end of the text of each item.

For each item in a bulleted list, the bullet character should be preceded and followed by a single Tab entry. Do not use the Indent key.

For a numbered list, the number and period should be preceded and followed by a single Tab entry.

Allow the text after the first line of each list item to wrap flush left even if you want it aligned with the text of the first line. We will enter the appropriate codes for the proper alignment.

If an item in a list includes a blank line for material that is to be filled in by the reader, use the underline character--that is, press the Shift key plus the Underline key--as many times as necessary to create the length of line you want.

## **Tables**

In order to use the keystrokes for tabular material, the typesetter requires that you do NOT use the table editor in your word processing program. Rather, you will need to use the Tab key between entries of columnar data, with only one Tab insert at a time anywhere in the table. Since this requirement for most authors may be too demanding, and since the hard copy printout of such a table may very well have alignment problems and be unreadable, you may use whatever means you need to render the table in a legible manner (see [Section II for instructions on typing tables](#)). You should be aware, however, that the typesetter will rekey the tables and you will need to proofread them carefully.

If you do wish to use the Tab key to style your tables, you will need to adhere to the following instructions. Each row of table entries should begin with the first entry flush left followed by a Tab insert. Subsequent entries in each row should be separated by a single Tab insert. Do not place any lines in your tables between the column heads and table body and do not create boxes around tables. We will add the necessary codes for rules and boxes later.

Do not add boldface or italic type to column headings. This will be done automatically, according to the type specifications of the design, when the table is output by the typesetter.

No matter how you prepare your tables, you will still need to save each table in a separate file with the appropriate file name, as specified in the [File Naming Conventions](#) section of this guide.

## **Footnotes**

Do not use the automatic footnote, endnote, or index functions of your word processing program. These formatting codes are among the most difficult to handle in the conversion process of your disks.

## **Graphics**

Each illustration should appear in a separate file, named with the appropriate figure number and an extension that indicates the graphics program you have used. The graphics package of choice is Adobe Illustrator, although Aldus Freehand is acceptable. If either of these packages is unavailable to you, please use the program you have. Be sure to indicate on the disk label what program was used to generate the file and the appropriate file extension.

The figure number for each illustration should also appear in the file itself, but it should be placed outside the figure area. (The figure number that will appear in the printed article will be set as part of the figure legend.)

For detailed information about preparing graphics files, see the guide, [Author's Guide for Art Preparation](#).

We recommend that you do not combine graphics with your word processing files because it creates work for you and us. Figures belong in their own separate file, not embedded in the text file.

If you have any questions concerning this list of formatting guidelines or any other matters pertaining to the preparation of your manuscript for digital typesetting, please do not hesitate to contact Wiley's Production Department. Our staff will be happy to provide any additional information you may need.

### ***Submitting Your Disks***

Before you submit your disks, print out one double-spaced hard copy of your electronic manuscript. In addition, please make a hard copy printout of the directory for each disk. Send these printouts to us with your disks. If you are not using TeX or one of the word-processing packages listed previously, please submit two copies of the word processing file. The first copy of the file should be in your word processor's native format. This file should have the appropriate extension in its name. The second copy should be saved as ASCII text with the file extension .TXT.

**IMPORTANT: Your hard copy printout and your electronic files must match exactly!**

Please label each disk with its volume name along with the word processing program and any other programs, such as a spreadsheet or illustration program, that you used in creating your electronic files. For extra protection, you should write protect the disks by placing the foil tab over the slot on the side of 5.25-inch disks or sliding the tab to the open position for 3.5-inch disks. Naturally, you should retain backup copies of the disks you send.

### ***File Naming Conventions***

Almost as important as how the files are prepared is the issue of what the files are called. We describe below the file naming conventions that we would like you to apply to your submissions.

#### **Format**

Names should adhere to DOS 8.3 limitations. This is the smallest common denominator and, though restricting, is the basis on which these recommendations are made. This means that the file name consists of two parts separated by a period. The first eight characters identify the file, while the last three characters identify the application.

FILENAME.APP

In order to facilitate efficient naming of files we request further breaking up the first eight character positions into three sections identifying the author, the file contents, and the number of the file contents if necessary.

AAAACCNN.XXX

**AAAA** identifies the four character positions that will be used for the first four letters of your surname.

**CC** indicates the file as containing either the manuscript, a figure, the bibliography, a table, or a figure legend. See the table below for a more complete list of items including their appropriate codes.

**NN** indicates the number of the item. This is particularly important for figures and tables. For example, if your file contains the third figure in your article you would type 03 in place of NN. Please be sure to use a preceding zero for all numbers that are less than 10. If you have one hundred or more items, decrease the author name field by one character and increase this field by one character.

**XXX**, as stated earlier, contains the code for the application that created the file or, in certain cases the type of file; for example, TXT for ASCII text files.

<b>AAAA: Author Name</b>	<b>CC: File Contents</b>	<b>NN: Content Number</b>	<b>XXX: Application Code</b>
First four letters of your last name. Decrease by one character if the NN field extends to three digits.	<b>MS</b> Manuscript <b>FG</b> Figure <b>BI</b> Bibliography <b>TB</b> Table <b>FL</b> Figure Legend	Numerical indicator when necessary. For example, Figure 2 would have 02 in this position. Numbers less than 10 should have a preceding zero. Numbers greater than 99, decrease Author Name field by one character, increase this field by one character. Type two zeros if numbering is irrelevant to the file's contents.	<b>DOC</b> Microsoft Word Document for DOS or Windows <b>MWM</b> Microsoft Word Document for Macintosh <b>WP</b> WordPerfect for DOS or Windows <b>WPM</b> WordPerfect for Macintosh <b>LWP</b> Lotus Word Pro or Ami Pro <b>WS</b> WordStar

AAAA: Author Name	CC: File Contents	NN: Content Number	XXX: Application Code
			TXT ASCII Text <b>TEX</b> TeX <b>LRO</b> LROFF <b>NIS</b> Nisus File <b>EPS</b> Encapsulated PostScript <b>ILL</b> Adobe Illustrator

## II. Basic Requirements for Manuscript Preparation

This section presents you with John Wiley's requirements for manuscript submission and an extensive checklist of the basics for all essential parts of your work. It is also designed to help you structure your presentation clearly and to give you direction for styling your writing. A sample style sheet is given to guide you toward this goal.

### *The Form Of Your Manuscript*

#### **Paper**

Use 8 1/2 x 11-inch nontransparent good quality paper (preferably 20-lb white bond). Double space all parts of the text. Type only on one side of the paper. Never write text, instructions, or clarifications on the back of a manuscript page. Do not staple small inserts to the sides or backs of pages. Do not tape "Post-It" notes to the manuscript pages. Type an insert on a separate manuscript page and place it in the manuscript immediately after the page on which it is to appear. Number the insert page with the same number as the page on which it is to appear, but follow the number with an "A" (e.g., a page inserted after manuscript page 121 would be numbered as page 121A). If two pages are inserted, use "A," then "B," and so on. Indicate in the text where the added material is to be inserted.

#### **Margins**

Leave margins of 11\*4 inches on all sides to allow room for editing and typesetting markings.

#### **Numbering**

The manuscript pages should be numbered consecutively throughout the entire book (preferably in the upper right-hand corner) in black or red ink. Begin numbering with page 1 of the text (Introduction, Part I, or Chapter 1). Do not number the preliminary

material preceding the text (see [Front Matter](#)) or the [illustrations](#). Do not restart your numbering with each chapter. If you insert a page after you have numbered your manuscript, number it with the preceding page number and the letter "A" (as an insert). If you delete a page after you have numbered the manuscript, renumber the preceding page as a range (e.g., if page 90 has been deleted, page 89 should be renumbered as page 89-90).

## **Spacing**

Double space everything, including tables, references, and figure captions. Both the copyeditor and typesetter need room to make corrections and insert coding on your manuscript. A single-spaced manuscript makes copyediting more difficult and typesetting more error prone.

## **Illustrations, Legends, and Tables**

The original art for your manuscript will be processed by John Wiley's Illustration Department. Copies of the art may appear in the manuscript, on separate sheets, not embedded in the text. Original art should always be separated from the text before you submit the manuscript. The original art must have the chapter and figure number on it for identification. The legends must be included with the text manuscript. (see the guide [Art Preparation](#) for more details.)

Tables and figure legends will be typeset with your text and therefore must be included with the text. The tables may appear within the text or at the ends of chapters; the legends should appear at the end of the chapter.

## ***The Parts of Your Manuscript***

### **Front Matter**

The front matter consists of all the printed material that precedes the Introduction, Part I, or Chapter 1. As appropriate, order the front matter elements as follows:

***Half Title Page:*** The main title of the book (the subtitle or edition number do not appear on this page).

***Title Page:*** The book title and subtitle, if any, along with your name and affiliation as well as the John Wiley & Sons name and locations. Check your name and affiliation carefully.

***Copyright Page:*** Prepared by John Wiley. You do not provide this page with your manuscript.

***Dedication:*** The dedication, if there is one, should be simple and brief. It should start with the word "To." Do not start it with the word "Dedicated."

**Contents:** This element consists of part numbers and titles, chapter numbers and titles, and the major headings of each chapter. Do not include the manuscript page numbers for these elements. These will almost always be different once your manuscript has been typeset. Consult with your Subject Editor regarding the number of levels of major headings to be included in the contents. Usually no more than two levels are allowed. Readers seeking more detailed information will find a carefully prepared index a more useful guide than the Contents. (see [Index Preparation](#) for more details.)

**Contributors:** If you are the volume editor for a contributor book, you should prepare an alphabetical list of contributors. Each contributor's name and affiliation should appear exactly as they do on their chapters. (Note: A mailing list for contributors should also be included with your manuscript, which is not to be confused with the list of contributors. The list of contributors will be typeset and appear in the front matter, while the mailing list will be used simply for addresses.)

**Foreword:** A foreword, if appropriate, is written by someone other than the author to commend the book to readers. It should not be confused with the Preface.

**Preface:** The preface is your first opportunity to communicate directly with your readers. It should be written in the first person and briefly discuss the purpose, scope, market, and content of your book. It should explain the main features of your book, what is unique about it, how the book is organized, how the book can be most effectively used, and, most importantly, why the reader should be interested in buying the book. If your book is a revised edition, you should include the reasons for revising the previous edition and the new features of the revision. The preface from the previous edition can be repeated in the front matter of the revised edition.

You should prepare your front matter only after you have finalized the text of your manuscript. Please note that an Introduction is not considered part of the front matter. It should be numbered as the first page of the text.

## **Text**

The content of your text consists of various elements such as parts, chapters, headings, and lists, that help present your subject logically and clearly. You can serve this purpose best by being consistent in your presentation and by thoroughly understanding the intent of each element. In being consistent with how you type these elements in your manuscript, you help to eliminate any confusion on the part of the copyeditor or typesetter in interpreting your intent. Some guidelines for the most common elements follow:

**New Parts or Chapters:** Part numbers and titles, if used, should be typed near the top of a separate page and placed in the appropriate places in the text. If special copy has been prepared to introduce the part, start it on the same page as the part number or title. Chapters should always start on a new page. The chapter number, if there is one, and title

should be typed near the top of the page, and the text of the chapter should begin below it. For contributor books, the chapter authors and their affiliations should follow the chapter title.

**Headings:** First- and second-level headings should be numbered so that you can provide useful cross references to different sections of your book. Any logical system of numbering is acceptable so long as you are consistent. If you have cross references to sections in other chapters of your book, use double numbering (with the chapter number as the first identifier). Your numbered headings of sections must always occur in at least pairs. For example, if there is a Section 1 in a chapter, there must be a Section 2; if there is a Subsection 1.1 to Section 1, there must be a Subsection 1.2. It is usually not necessary to number third- or lower-level headings. Level of headings should be typed each in their own uniform way according to the style given on p. 6 of Section I so their relative importance will be clear to the copyeditor and the typesetter.

**Figure Legends and Tables:** Tables may appear within or at the ends of chapters; legends should appear at the end of each chapter. Each figure and table must be specifically cited in the text so that the typesetter can place them as close as possible to their discussion in the text when making up the pages. If you are double numbering your headings, then double number figures and tables as well, particularly if there are cross references to these items. For figures and tables from other sources, a complete credit or source line must appear as the last line in the legend or after any notes or footnotes in tables. For an excellent presentation on table preparation, consult *The Chicago Manual of Style*, 14th edition, p. 405ff. (University of Chicago Press). What follows gives only the most fundamental elements found in tables:

**Numbers and titles:** Most tables should be double numbered and given a brief title that describes exactly the content of the table. If the table is very brief, it may not need to be numbered or formally called out and may simply be set as a multicolumned list in text.

**Column heads:** Keep them as brief as possible, preferably one word, with abbreviations if necessary. Do not repeat the same symbol over and over again in column heads if it pertains to all the material in the table. Add an explanatory footnote instead or include it in the table title. Use horizontal rules to distinguish levels of column heads and to clarify to what columns they refer.

**Body of the table:** Double space all entries in the table. Line up column entries on the left and indent turnovers and subentries consistently to distinguish them from one another. Line up columns of numbers on the decimal point, to the right of the column.

**Table rules:** Rules that are the full width of the table should appear below the title of the table, below the column headings, and below the last entry of the table. Avoid excessive use of horizontal rules, and do not use vertical rules at all unless absolutely necessary. They can overly complicate and confuse.

*Footnotes:* Use superscript italic lowercase letters for table footnotes. These should appear in alphabetical order within the table, from left to right, top to bottom.

***Mathematical Equations:*** For a thorough discussion of equation typesetting, see the latest edition of *Mathematics into Type* (American Mathematical Society, Providence, RI). Short equations that are not cross referenced elsewhere in your book may appear as part of the running text. In this case, material normally set above and below operators (e.g., the indices on a summation or product) should be typed to the right of the operator as subscripts and superscripts since it will be typeset that way to avoid spreading the text lines. Lengthy or complicated equations should always be displayed (typed on a separate line) since it would be difficult for a typesetter to break these equations elegantly if they cannot fit on one text line. Equations that you cross reference should be numbered (in the same format as the figures and tables), and the equation number should be typed flush right in parentheses. The number should be aligned with the last line of a single multiline equation or centered on a group of separate equations. Superscripts and subscripts should be typed aligned (both the superscript and the subscript should start immediately to the right of the character). If your superscripts and subscripts need to be staggered (e.g., in tensor notation), type them staggered throughout the manuscript. At the first occurrence of this notation, write a note in the margin that superscripts and subscripts are to be staggered when so typed. It is not necessary to repeat this note for subsequent occurrences (see [this guide for further discussion](#)).

***Chemical Material:*** Chemical names and formulas (not trivial names, trade names, or abbreviations) should be used. Symbols for chemical elements should be used in compound formulas, tables, and figures. Isolated elements may be written out in full within the text, but you should not mix symbols with written-out elements in a sentence. Structural formulas should be displayed and numbered to avoid spreading lines of text. Give the full structural formula only once, and use line formulas or the structure number for further discussions of it.

***Lists:*** Set off a displayed list (numbered, unnumbered, and bulleted) from regular text by using double space above and below it. Items in lists should be numbered only if numbering is necessitated by the discussion of the list (e.g., a list introduced by the text "The following five elements are necessary"). If you use numbered lists in running text, the numbers should be enclosed in parentheses. Never use only a closing parenthesis after numbers in any numbered list. Always double space lists, as you would the text. Type lists consistently throughout the text. Do not mix full sentences with phrases in the same list. Use either one or the other.

***Quotations:*** Quotations should always include a source. If the quotation is lengthy, it should be displayed (double space above and below) and indented on both sides. Always double space the quotation. For permission requirements, see [Copyrights and Permissions](#).

**Text Footnotes:** The Wiley-Interscience style for text footnotes is the asterisk/dagger system (the first footnote on a page is cited with an asterisk, the second with a dagger, etc.). If you use these symbols in your technical notation, use a numerical system to avoid confusion. Footnote citations should always appear after a word and never after technical notation.

## **Back Matter**

Back matter is everything following the last page of the text, such as the appendix(es), the glossary, the references/bibliography, and the index. As appropriate, these elements should appear in this order in your manuscript. The final index manuscript cannot be prepared until you have reviewed your page proofs, but all other back matter elements should be submitted with your manuscript. The References section should contain only the publication data of each paper/article/book, not discussions or descriptions of references. References should always be double spaced, and if a text citation appears, the full reference must be given in the reference section. For a contributor book, the editor must give directions to each of the contributors regarding the reference system to use. Some guidelines for the two most common styles of referencing follow.

## **References**

Given in this section are suggestions for styling your reference lists. If you are following a certain referencing style for a particular discipline, however, such as that of the Journal of the American Medical Association, the American Chemistry Society, or the American Psychological Association, by all means continue to do so as long as you consistently maintain that style throughout your text.

**Name and Date System:** The citation in the text consists of the author's name and the year of publication (a letter is added to the year to unambiguously identify multiple references by the same author with the same year of publication). For multiple-author references, both names are cited for references with only two authors; references with three or more authors should be cited by the first-named author and "et al." and year of publication. Authors' initials should not appear in the text citations of references unless needed to distinguish different authors with the same last name.

**Arrangement of References:** Single-author entries precede two-author entries beginning with the same name. Two-author entries should be arranged alphabetically by the second author's name. These are followed by entries beginning with the same name that have three or more authors; these entries should be arranged chronologically (remember that the text citations for these consist of only the first author's name, et al., and the year of publication). The year of publication should be typed in parentheses immediately following the authors' names. For example,

Adams, A. B. (1977) . . .

Adams, A. B., and L. M. Carter (1976) . . .  
Adams, A. B., and Z. Y. Thomas (1943) . . .  
Adams, A. B., C. D. Zack, Z. Y. Knox, and M. Cox (1950) . . .  
Adams, A. B., B. M. Caulfield, and L. Moss (1951) . . .

**Numerical System:** In the numerical system, references are cited by a number in parentheses, a superscript number, or a number in brackets only. No names appear with the reference citation. This system always uniquely identifies each reference but can be difficult to update or revise. To add or delete references after you have numbered your list, you must renumber all subsequent references and change all your text citations for these references. Note: Unlike the name and date system, there is no need to invert authors' names in the reference list. (The references in the example reference list given in the name and date section would all start with "A. B. Adams" after a number in the numerical system.) The references should be listed in the order they are cited in the text, not alphabetically.

**The Style of the Reference List:** Some examples of the different formats for typing the publication data for the reference list follow. Refer to *The Chicago Manual of Style*, 14th edition, pp. 637-699, for more detailed discussion and numerous examples. For all references, use whole page ranges (e.g., 225-228), not partial ranges (e.g., 225-8).

#### *Journals*

11. H. A. Albrecht, *J. Med. Chem.* **33**, 77 (1990).
15. P. E. Jones, "Designing Organizations to Compete," *The Journal of Business Strategy* **4**, 11-26 (1992).

Volume number is in boldface and follows the journal title. Page number follows. Inclusive pagination gives the reader an idea of how long the article is. In certain disciplines, journal names are always spelled out, while in others specific abbreviations prevail. Follow the nomenclature established in the literature of your subject area.

#### *Books*

For books, give the author(s), the complete title (underlined for italic), the edition (if other than the first), the publisher and city, the year of publication, and the page numbers.

Smith, J. A., *The Evolution of Modern Medicine*, John Wiley & Sons, Inc., New York, 1984, pp. 56, 77.

The exact page number is given for citing a specific passage, table, or figure. Later citations to the same book may be given in the form Ref. 11, p. 196.

Many books are written by a number of contributors, under a general editor. The work of various contributors may be referred to as:

15. D. G. Tuck and A. Carty in S. J. Lippard, ed., *Progress in Organic Chemistry*, John Wiley & Sons, Inc., New York, Vol. 19, 1975, p. 243.
23. J. S. Wood in Ref. 15, Vol. 16, 1972, pp. 227-230.

### *Patents*

For patents please give as much information as possible: names and initials of all patentees, full issue date, and assignee.

U.S. Pat. 3,530,130 (Sept. 22, 1977), W. Leimgruber and M. Weigele (to Hoffmann-La Roche, Inc.).

### *Other*

Publication dates of company product bulletins to which you refer should be supplied. Personal communications should also be dated. Give as much information as possible. Proceedings of meetings should be treated as if they are books.

23. L. Humphreys, IBM Corp., New York, personal communication, June 24, 1990.
27. J. Johnson, "Designing a Competitive System," Proceedings of the Artificial Intelligence Society, New Orleans, La., Sept. 1-4, 1990, IEEE, New York, 1991, paper 50-9.

## ***Writing the Manuscript***

### **Style Sheet**

A style sheet is a list of decisions about questions of style. It is indispensable for maintaining consistency in form and notation in the manuscript. You may wish to prepare one for yourself and your contributors. Include a copy of your style sheet for the copyeditor's use. It is especially important if your discipline has highly technical terms or spelling of words not commonly used. Consult *The Chicago Manual of Style* when creating a style sheet. (see an example of a [style sheet](#).)

### **General Notes**

**Spelling:** Use the first spelling in the Third Edition of Webster's New International Dictionary or the Tenth Edition of Webster's Collegiate Dictionary. Use American spellings, not British.

**Units:** Use the International System of Units (SI) whenever possible. Conversion factors to English units are helpful.

**Abbreviations:** Use standard abbreviations and be consistent. If you use an unfamiliar abbreviation, define it at the first mention.

**Italics:** Use for math variables, genera and species, chemical prefixes, foreign words, and titles in the reference section or bibliography.

**Numbers:** Spell out 1-9 unless used with a unit of measurement. Use numerals for 10 and above. Write out a number if it starts a sentence. Use numerals for a series of small and large numbers, e.g., 4 children, 17 mothers, 33 fathers.

**Decimals:** A decimal fraction should be written with a zero before the decimal point, e.g., 0.005.

Do not mix decimals and fractions, e.g.,  $A = 0.5$ ,  $B = 3/4$ ; use  $A = 0.5$ ,  $B = 0.75$ .

**Special Type:** To indicate a word or phrase to be set in special type, mark as:

- Underline for italic.
- Underline with wiggly line for boldface.
- Double underline for small caps.
- Circle around letter for script.
- Square around letter for German gothic.
- Triangle around letter for sans serif.
- Type or write out Greek letters. If handwritten, identify in the margin.

**Diacritical Marks** such as umlauts, tildes, and accents should be clearly printed or handwritten. Identify in the margin the first time they are used.

**Trademarks:** Capitalize first letter. Do not use as a possessive, plural, or verb, e.g., Xerox, but not Xeroxing. Use R or TM the first time a trademark appears. Identify the owner of the trademark the first time it is used. Avoid overuse.

**Capitalization:** Use for beginning of sentences, proper names and adjectives, precise titles, trademarks, and the second word of a hyphenated expression in a heading. Do not use for emphasis.

**Symbols:** Symbols, particularly in mathematical material, must be clear. Distinguish between one and "el," cap oh and zero, ex and Greek chi, "vee" and lowercase Greek nu, "en" and lowercase Greek eta, and so on.

### **Correcting the Master Manuscript**

After you have finished writing your manuscript and have printed out or typed the final version, proofread it carefully.

- Make sure there are no ambiguous marks.
- If there are many errors on a given page, a replacement page should be prepared.
- If only a few corrections are to be made, such as spelling errors or brief omissions, make them by crossing out the incorrect material and inserting the correct material at the proper

- place on the page. Print neatly in upper- and lowercase letters. Do not write in block capitals.
- Blocks of material can be added by typing or printing out on a separate page and marking the material as an insert. Use a caret to indicate where insert goes and how it can be found, e.g., insert A attached (see [Paper](#) of this guide for further instructions.)
  - Change levels of heads by using a new head number. Circle the number in the left margin alongside the head.

### **Revised Editions and Use of Tearsheets**

1. If revisions are extensive, consider submitting a whole new manuscript.
2. For less extensive additions and corrections, you may use tearsheets (cut up pages of the previous edition or another publication). You will need two sets, one for odd- and one for even-numbered pages. Paste the page down onto a sheet of 8 1/2 x 11-inch paper, one sheet per page.
3. Indicate minor corrections in the margin.
4. Type or print out major corrections on a separate sheet of paper.
5. Check that numbering of figures, tables, references, equations, structures, and all cross references are still valid.
6. The revised manuscript will have to be re-indexed. Use the previous edition as a guide only; do not merely change page numbers.
7. Do not assume permissions granted for the previous edition are valid for the current edition. Although you may have requested permissions for all future revisions of your book, you may not have received them and will have to ask for permissions again for each edition.

### ***Submitting the Manuscript***

By now, your manuscript should be final and complete (except for the index). Do not send a draft of the manuscript. What you submit to production will be copyedited and is considered final.

Leave all of your manuscript pages loose. Do not staple or bind pages.

If you are submitting your manuscript in installments, please make sure each installment is complete, i.e., all permissions, tables, and figures are included in the section that you are submitting.

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