

Electronic Production Guidelines

Illustrations

It is a good idea to check out the draw programs you have available to you before you start drawing the figures for your article. Make sure that you can create an EPS file; that you can control the fonts and line weight; that you can change the line style (dotted, dashed, etc.); and that you can control color. All of these issues affect whether or not your figures will be usable.

If at all possible, figures should be sent in **PostScript** (PS) or **Encapsulated PostScript** (EPS) format. It is best to embed all fonts in the figure file: if your printer driver does not give you that option, please go to adobe.com and download (for free) the latest PostScript printer driver for your system. If your fonts are not embedded, your labels will translate as outlines, not fonts, and they will not look as crisp when printed. Even if you cannot get a EPS file from the program that produced the drawing, e.g., *Excel*, you may be able to get one another way. We have had success taking *Excel* graphs and copying and pasting them into a regular draw program. In the draw program we adjust the line weight, color, etc. and export the file as an EPS. This should work for many other Windows programs. *Word* might be a notable exception: drawings taken from *Word* tend to lose lines when you move them.

Most draw programs can put labels on figures. Choose Times at 9 pt as the font used in your figures (axes labels are frequently smaller — 8 pt). Figure labels should be in the same style as the corresponding letters in the text — italic, bold, etc.

Many draw programs set the default line weight at .2 pts. This is rather odd since at high resolution these lines all but disappear. Please be sure that the line weight is set to 1 pt. No line should ever be less than .5 pt. Since we are not working in color all lines should also be black. Please do not send in files from graphing programs with the lines in 5 different colors: they must all be black and you must do something else to differentiate between them (dots, varying lengths of dashes, etc.).

Please draw the figures at the size you would like them to appear. You should try to draw them as small as possible while still retaining clarity. No figure can be larger than the text width of the journal (5 inches) so size your figures accordingly. We may resize figures to allow for better page breaks.

Bitmapped formats (BMP, TIF, etc.) are also usable. However, please note that the standard dpi (72) for web figures is **not** sufficient for print media. All bitmapped figures should be saved at 300 dpi. TIF is the format typically used for scans of photos. BMP or JPG files should be used only as a last resort.

Hand-drawn figures should be submitted with two copies, one with lettering and one without. Hand-drawn figures will be scanned and the labels will be added electronically. The figures should be drawn at approximately twice the size you would like them to appear. Please be sure that the lines are heavy enough to be reduced that much — this is not like reducing a PostScript figure, the lines get fainter the more you reduce the figure. It is a good idea to test

one of your drawings on a good photocopy machine to be sure the lines are still heavy enough after the figures have been reduced.

Photos

Since we do not work in color the best photos are B&W with high contrast and a matte finish. We prefer to receive photos, not slides or negatives. There is no time built into the journal production schedule to allow for the printing of slides or negatives. If you scan your own photo, please be sure to save the file as a TIF at 300 dpi.

Naming conventions

Please name your figure files using the following convention: your last name and figure number. So, if your last name is Smith, your figures would be smith1.eps, smith2.eps, etc. This avoids confusion among the various papers in the journals.

Text

We prefer to receive files in TeX, but we can use files done in most of the major word processing programs (Word, WordPerfect, etc.). If we cannot translate your word processor files into a usable format on our end, we will ask you to send ASCII (text only files) or RTF (rich text format) files instead of application files.

Please do not spend a lot of time developing a style. It is, however, important that you make clear distinctions between various heading levels and that you be consistent. To indicate the various heading levels, use differing font size and space above and below the heading. It is not necessary also to make them boldface. Please be aware that if you have too many heading levels, your article will look like an outline. Ultimately your article will be typeset in the style of the journal it is appearing in: undoing a complicated format makes the composition process longer and more difficult.

Margins should be at least one inch wide. Wide margins make it easier to maintain correct paragraph and line breaks when importing a file into a text editor.

Macros and Formatting for Authors who use TeX

We use LaTeX to typeset all of our journals. LaTeX users should use the regular LaTeX article style with absolutely no custom formatting. We prefer that you use LaTeX as it comes out of the box — do not forget that your article will not end up looking that way anyway. It is simply not worth your effort (especially since it also costs us more effort) to change the style.

If you use plain TeX, please use macros for the article title and headings. Those macros should include spacing and font commands. This enables us to search and replace your macro names with ours. (Do not insert commands adding space or changing font size in the middle of the text; those commands should always be embodied in a macro. It is, of course, o.k. to use lowlevel font commands like `\it` or `\bf`.) Do not put in any hard page or line breaks—the length of the line and the font will change so all of the breaks you put in will have to be removed. All of your macros should be at the top of your master file or in a separate file. Do not define macros in the middle of the text.

Please break *displayed* equations so that they will fit within the text width (5 inches). Do not put hard line or page breaks within inline equations since the line or page breaks will change once we TeX your manuscript.

Textures users (Mac): do not embed figures in the file; it makes it more difficult to translate your article to the PC. All figures must be in separate files (note the naming convention above).

Formatting Notes for Authors using Word Processors

Please use the equation editor for both inline and display equations (for the **entire** equation, not just for special characters in an equation). In most cases, we can translate those equations smoothly into TeX commands.

Please do not leave figures embedded in your text files. We cannot remove those figures and use them. All figures must be sent in separate files (note the naming convention above).

If you end up having to send us an ASCII file, please remember that ALL of your formatting disappears when your file is saved as an ASCII (text only) file. You also lose all “special” characters—Greek, open-faced, math characters that require a control key, etc. Mathematics that uses an equation editor also disappears. This means that it is imperative that your hard copy be the latest copy of your manuscript. If you need any characters that you do not have on your computer be sure to clearly mark where they go on the manuscript.

Note for Mac *Word* users: please save your files as RTF (Rich Text Format) files.

General Editorial Guidelines

1. Words beginning with *non-*, *pre-*, and *pseudo-* are usually not hyphenated.
2. Words beginning with *quasi-* and *self-* are usually hyphenated.
3. Do not use “*cf.*” if you mean *see*. It means to compare. It should be used to indicate that another point of view will be found in the reference.
4. Citations of results from a book or long article must contain a theorem number, page number, or other specific reference, e.g., [11, p. 42] or [17, Lemma 3.4.2].
5. All quotations must have reference and page numbers—[14, p. 120].
6. Do not capitalize mathematics, calculus, the names of theorems, e.g., fundamental theorem of calculus, mean-value theorem, Picard’s theorem, etc., in most situations.
7. Use commas around *i.e.* and *e.g.*
8. Do not abbreviate. Spell out respectively, if and only if, section, chapter, exercise, figure, etc. Exceptions are p. for page and pp. for pages.
9. Theorems, corollaries, lemmas, propositions, etc., are not part of the previous sentence. The word theorem (corollary, etc.) is a heading and the text following should be a complete sentence or sentences.
10. Hyphenate two or more words serving together as an adjective, e.g., *right-hand side*, *long-range plans*, *three-dimensional object*, *first-order equation*, etc.
11. Periods and commas should be placed in quotation marks. Semicolons and colons are placed outside quotation marks.
12. First, Second, Third should be used instead of Firstly, Secondly, Thirdly, etc.
13. Coauthor is used without a hyphen.
14. List a list; do not run it into a sentence.
15. Avoid the comma splice error. Use a semicolon or a full stop.
16. Distinguish carefully between *that* and *which*.
17. Avoid lengthy or numerous parenthetical remarks.
18. Do not use *presently* when you mean *now*.

19. Avoid references to “above” or “below.” Be precise — label and cross reference by label.
20. Avoid “a number of,” a locution without content. Tell us: many, few, one, over a hundred, etc.
21. Avoid the misplaced *only* error.
22. Use `\cdots` and `\ldots` correctly, e.g., $1 + 2 + \cdots + 6$ and 3.14... or 1, 2, ..., 8.
23. Avoid footnotes, passive constructions, and future tense to refer to something that occurs later in the article.