

Instructions to Authors

These notes are concerned with the practical details of preparing a paper for submission to the *Philosophical Transactions* or *Proceedings of the Royal Society*. They deal not with any of the fundamental aspects of the writing of scientific papers (for a discussion of which authors are advised to study the Unesco *Guide for the preparation of scientific papers for publication* (SC/MD/5, August 1968)) but with the Society's particular requirements, observance of which will assist expeditious and attractive publication. New authors should familiarize themselves with the standard requirements of publishers; relevant information is contained in *General notes on the preparation of scientific papers* (3rd ed. 1974, the Royal Society, £0.45).

Communication

All papers must initially be submitted by a Fellow or Foreign Member of the Society but subsequent correspondence will be with the author, or one designated author, whose name, title, postal address and telephone number should be stated.

Two copies of the typescript (and of any figures, together with original drawings and prints for the use of the engraver) should be submitted to The Executive Secretary, The Royal Society, 6 Carlton House Terrace, London SW1Y 5AG.

Reports of Discussion Meetings should be collated by the organizers who must satisfy themselves that all contributions are in a form suitable for publication.

Copy

Papers should be clearly typewritten, with double spacing throughout, on one side of the paper only, with a margin of about 3 cm on the left side and at the head of each sheet; the sheets should be serially numbered and **securely clipped together**. Typescripts must be carefully corrected by authors before being sent in. Spelling should conform to the preferred spelling of the *Shorter Oxford English dictionary*. Footnotes should be avoided.

Title, Abstract

The title, which should be concise, should be typed on a separate covering sheet which should also bear the names of the authors and that of the laboratory or other place where the work has been done. Where the title is long a short title suitable for the page headings should also be indicated. Each paper must be accompanied by an abstract, which should not exceed 5% of the length of the paper, and should give a precise and informative indication of its content.

Sectional headings

Papers should be divided into sections, and these described by short headings. These headings are printed in capital and small capital letters without a full stop; they should be marked on the typescript by double underlining. Subheadings when used will be printed in italics and centred; mark these on the typescript by single underlining. Sections may be numbered and, when necessary, reference should be made to them in the text by use of the section sign § with the number,

e.g. see §4. Subsections should be lettered (*a*), etc. and sub-subsections numbered (i), etc.

Papers exceeding about 20 pages should include a list of Contents. This will only be printed if the paper is placed in the *Philosophical Transactions* but it will in any case serve to confirm the relative importance of headings required.

Units and symbols

As far as possible the recommendations contained in *Quantities, units, and symbols* (1975, The Royal Society, £1.00) should be followed; in particular the International System of Units (SI) should be used whenever it is practicable to do so.

Special care is necessary in differentiating between handwritten symbols of comparable shape, e.g. *V v v, w W, s S, p P, T τ*, etc. Marginal indications and differential underlinings should be used where necessary, the normal conventions being followed where applicable, e.g. \sim to signify bold characters.

Organic chemical formulae should be labelled by means of (unbracketed) bold arabic numbers.

Illustrations

Duplicate figures (e.g. Xerox or photographic copies) should be supplied with each copy. The author's name should be written on the back of all illustrations, and the number of the figure should also be shown there. Figures whether to appear in the text or on plates should be numbered in one sequence throughout the paper.

The position of each illustration should be clearly marked in the typescript thus:

Figure 2 here (for legend see p. □)

Line drawings

These should be drawn in waterproof black ink (indian ink) on fine board or 110 gram (per square metre) tracing paper; inferior substitutes should be avoided. Drawings should be of a size and weight of line to permit reduction to one half or two fifths linear (see *General notes*). If graph-paper is used it must be faint blue-lined.

Long descriptions should appear not on the figures themselves but, much more conveniently for the printer, in the legends. Any labelling that is necessary for the understanding of a figure, e.g. the differentiation of curves, should be indicated lightly in pencil (preferably blue pencil) on the original drawings and exactly the same labelling should be inserted carefully in ink on the duplicate copies.

All lettering of words should be in lower case except for proper names, where a capital should be used. Lettering of symbols should strictly follow the case and fount of type called for in the text. The blockmaker's artist will insert these on the originals in a standard style of lettering and to a size to suit the reduction that will be made to the final size of the blocks. If an author is able to call on the services of an experienced lettering artist it is often preferable for heavily labelled figures, e.g. maps, to be completely prepared before submission. Adequate consultation between authors or their draughtsmen and the Editorial Department (telephone 01-839 5561, extension 229) will help to ensure satisfactory results.

Legends

These should be typed with double spacing on a separate sheet at the end of the paper and should state concisely the points which the author wishes the reader to notice. Where a graph is the subject of the illustration the description of the co-ordinates should be given above the legend, e.g.

left ord	pressure, p/MPa
right ord	light transmission at 265 nm
abs	time, t/ms

FIGURE 1. The course of oxidation of 2-methylpentane at 2.0 MPa and 800 K. (a) Non-sampling run: curve 1, pressure; curve 2, light transmission at 265 nm. Point A is the end of compression, B is the cool-flame reaction and C the hot ignition. (b) Sampling run: curve 1, pressure; curve 2, light transmission at 265 nm.

Legends should not be attached to original drawings, but should be placed on the rough copies for the convenience of the referee.

Plates

When it is essential to include photographs in a paper they should be carefully chosen to make the most efficient use of the space required. The area covered by the photographs should be restricted to the subject in question, or to a *minimum* representative area in photomicrographs, etc. This enables the photograph to be reproduced at the largest possible scale. The maximum sizes available for plates are: *Proceedings* 156 mm \times 213 mm and *Transactions* 192 mm \times 257 mm, but normally the area used is somewhat smaller.

For the use of the blockmaker authors should supply unmounted glossy prints numbered and marked on the back with the author's name, the number of the figure and with top and bottom indicated, together with a key diagram showing how they should be arranged on the plate. When lettering has to be inserted a rough set should be provided with the lettering clearly indicated. Whenever possible plates should be arranged in such a way that the descriptions of the photographs can be printed on the same opening.

Tables

Tables, however small, should be numbered in arabic numerals, and referred to in the text by their numbers (e.g. 'see table 3'), since it may not be possible to print a table in its immediate context.

The position of each table should be indicated as in the following example:

Table 3 here; see p.

Table headings should be brief, and will be printed in capitals and small capitals. Column headings should be in lower case lettering except for the capital initial letters of proper names. The units of measurement and any numerical factors should be placed unambiguously at the head of the column, e.g. f/MHz , $10^{28}\sigma/\text{m}^2$ or $q/\text{kJ mol}^{-1}$.

References

References to the literature cited must be given in double spaced typing, in alphabetical order at the end of the paper. They should be arranged as follows:

- (1) Name(s) with initials of the author(s).
- (2) Year of publication of the paper or book.
- (3) In papers submitted for publication in the B series, the title of a paper, abbreviated if necessary. (In the A series the titles of papers will not be printed unless the author expresses a special wish.)
- (4) Title of the periodical, abbreviated according to the principles of the *World List of Scientific Periodicals* (4th edn 1963-5), underlined to indicate italics. A booklet entitled *Short titles of commonly cited scientific journals* is available from the Royal Society at £1.50, including postage. When the correct abbreviation for a title cannot be deduced it should be given in full.
- (5) Volume number underlined thus 24, preceded where applicable by the series number in brackets.
- (6) First and last page numbers of the paper.
- (7) When the title of a book is cited the name of the publisher, the place of publication, and number and date of the edition should be given.

The reference to a paper will then be printed as in the following examples:

Hill, A. V. 1953 The mechanics of active muscle. *Proc. R. Soc. Lond.* B **141**, 104–117.
 Taylor, G. I. 1930 *J. Lond. math. Soc.* **5**, 224–240.

and to an article in a multi-author work or to a book, A and B series respectively:

Penrose, R. 1979 In *General Relativity: an Einstein centenary survey* (ed. S. W. Hawking & W. Israel), pp. 581–638. Cambridge: University Press.
 Marchbanks, R. M. 1975 Biochemistry of cholinergic neurons. In *Handbook of psychopharmacology* (ed. L. L. Iversen, S. D. Iversen & S. H. Snyder), vol. 3 (*Biochemistry of biogenic amines*), pp. 247–326. New York and London: Plenum Press.

References in the text are made by giving the author's name and date of publication, e.g. (Brown 1965). Such reference is usually placed in brackets unless the name of the author is part of the sentence, in which case the year only is required in brackets. Where two or more papers published in any one year by the same author are cited, each paper should be distinguished by a small letter, *a*, *b*, etc., placed after the date, e.g. (Brown 1965*a*). Where there are more than two authors to a paper it should be cited thus: (Brown *et al.* 1978) unless there are good reasons for including all the authors, up to five, at the first mention. All the authors should, however, be included in the list of References.

References by serial numbers (e.g. A. N. Other (8)) are not permitted.

Proofs

Great care is necessary in checking proofs to ensure that all misprints are detected. Authors should note that systematic emendations may have been made to their typescript in accordance with the normal style of the Society's journals. If any changes are necessary to the proofs every effort should be made by substituting matter of similar length to avoid extensive rearrangement. Authors are warned that they are liable for the cost of excessive alterations to their proofs.

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