

## DIRECTIONS TO CONTRIBUTORS

### GENERAL

Papers submitted for publication should be sent to Dr J. E. Ford (*The Journal of Dairy Research*), National Institute for Research in Dairying, Shinfield, Reading, England. Submission of a paper will be held to imply that it reports unpublished original work, that it is not under consideration for publication elsewhere, and that if accepted for the *Journal* it will not be published elsewhere in English or in any other language, without the consent of the Editors.

### FORM OF PAPERS

The onus of preparing a paper in a form suitable for sending to press lies in the first place with the author who, in his own interests, should follow these directions carefully, and consult a current issue of the *Journal* for guidance on details of typographical and other conventions.

Every paper should be headed with its title, the names and initials of the authors (women supplying one given name) and the name and address of the laboratory where the work was done.

Papers should be in English, the spelling being that of the *Shorter Oxford English Dictionary*. They should be typed with double spacing, on one side only of the sheets, and with ample margins for editorial annotations.

Papers should in general be divided into the following parts in the order indicated: (a) Summary, brief and self-contained; (b) Introductory paragraphs, briefly explaining the object of the work but without giving an extensive account of the literature; (c) Experimental or Methods; (d) Results; (e) Discussion and Conclusions; (f) Acknowledgements without a heading; (g) References. Only with some exceptional types of material will headings different from (c), (d) and (e) be necessary.

The use of footnotes should be avoided if possible. Underlining should be used only to indicate italics. Proper nouns, including trade names, should be given a capital initial letter. Wherever possible numerals should be used unless this leads to ambiguity. The typescript should carry the name and address of the person to whom the proofs are to be sent, and give a shortened version of the paper's title, not exceeding 45 letters and spaces, suitable for a running title in the published pages of the work.

### TABLES

Tables should be numbered and should carry headings describing their content. They should be comprehensible without reference to the text. They should be typed on separate sheets and their approximate positions in the text indicated.

### ILLUSTRATIONS

Line drawings, which must be originals, should be numbered as Figures and photographs as Plates, in Arabic numerals. Drawings should be in Indian ink, on Bristol board or cartridge paper. However, a technique which may be more convenient to authors is to use a double-sized piece of tracing paper, or translucent graph paper faintly lined in blue or grey, folded down the centre with the drawing on one half and the other half acting as a flyleaf.

Attached to every figure and plate there should be a translucent flyleaf cover on the outside of which should be written legibly: (a) title of paper and name of author; (b) figure or plate number and explanatory legend;

(c) the figures and lettering, which are intended to appear on the finished block, in the correct positions relative to the drawing underneath. For each paper there should be also a separate typed sheet listing figure and plate numbers with their legends, and the approximate positions of illustrations should be indicated in the text.

As a rule the photographs and diagrams should be about twice the size of the finished block and not larger over-all than the sheets on which the paper itself is typed. For general guidance in preparing diagrams, it is suggested that for a figure measuring 9 in. × 6 in. all lines, axes and curves should have a thickness of 0.4 mm, thus ————. Graph symbols in order of preference should be ○ ●, △ ▲, □ ■, × +, and for a 9 in. × 6 in. graph the open circles should be  $\frac{1}{2}$  in. in diam. The open triangles should be large enough to contain circles of  $\frac{1}{2}$  in. diam. and the open square circles of  $\frac{1}{2}$  in. diam. The crosses should have lines  $\frac{1}{2}$  in. long. The black symbols should be slightly smaller than the corresponding open symbols. Scale marks on the axes should be on the inner side of each axis and should be  $\frac{1}{2}$  in. long.

### REFERENCES

In the text, references should be quoted by whichever of the following ways is appropriate: Arnold & Barnard (1900); Arnold & Barnard (1900a); Arnold & Barnard (1900a, b); (Arnold & Barnard, 1900). Where there are more than 2 authors all the surnames should be quoted at the first mention, but in subsequent citations only the first surname should be given, thus: Brown *et al.* (1901). If there are 6 or more names, *et al.* should be used in the first instance. Also, if the combinations of names are similar, e.g. Brown, Smith & Allen (1954); Brown, Allen & Smith (1954), the names should be repeated each time. Reference to anonymous sources is not acceptable.

References should be listed alphabetically at the end of the paper, titles of journals being abbreviated as in the *World List of Scientific Periodicals*. Authors' initials should be included, and each reference should be punctuated in the typescript thus: Arnold, T. B., Barnard, R. N. & Compound, P. J. (1900). *J. Dairy Res.* 18, 158. References to books should include names of authors, names of editors, year of publication, title, town of publication and name of publisher in that order, thus: Arnold, T. B. (1900). *Dairying*. London: Brown and Chester.

It is the duty of the author to check all references and to ensure that the correct abbreviations are used.

### SYMBOLS AND ABBREVIATIONS

The symbols and abbreviations used are those of British Standard 1991: Part 1: 1967, *Letter Symbols, Signs and Abbreviations*.

### DESCRIPTIONS OF SOLUTIONS

Normality and molarity should be indicated thus: N-HCl, 0.1 M-NaH<sub>2</sub>PO<sub>4</sub>. The term '%' means g/100 g solution. For ml/100 ml solution the term '% (v/v)' should be used and for g/100 ml solution the correct abbreviation is '% (w/v)'.

### REPRINTS

Order forms giving quotations for reprints are sent to authors with their proofs.

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