Checklist for Preparation of Manuscripts and Illustrations

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Tables

[ ] Each table has been prepared on a separate sheet of paper double spaced.
[ ] Tables are numbered with Arabic numerals.
[ ] Footnotes are indicated by lower case superscript letters (not numbers).
[ ] Numbers below 1 have a zero before the decimal point e.g., 0.01).
[ ] Zero values are indicated with a “0.”
[ ] Missing data are indicated with a dash.
[ ] Table titles are paragraph indented, and, except for proper nouns, only the first word of each sentence of the text proper is capitalized.

Illustrations

[ ] Plates, including margins of at least 1 in. (2.5 cm), do not exceed 12 × 17 in. (30.4 × 43 cm).
[ ] Field containing figures, as is or if reduced, do not exceed a height of 9.25 in. (23.4 cm).
[ ] Figures grouped to fit, as is or if reduced, a single column no more than 3.25 in. (8.2 cm) wide or a full page no more than 6.75 in. (17.4 cm) wide.
[ ] Photographs and drawings have not been included in the same plate.
[ ] For economy of space, several photographs or drawings have been grouped into one or more plates.
[ ] All figures numbered in order with Arabic numerals (not letters), i.e., 1, 2, 3, etc., not 1a, 1b, 1c, etc.
[ ] Size of symbols or letters chosen has taken into account any reduction or enlargement of the figures to be made at the press.
[ ] Scale bar(s) to indicate magnification of figure(s) has/have been affixed, or any reduction or enlargement of the figure(s) has been considered when calculating magnification given in caption.

[ ] Only computer-generated or printed, press-on graphics have been used for symbols, numbers, and letters. Typed or handwritten graphics have not been used.
[ ] Photographs have been trimmed with parallel margins top and bottom, arranged flush with one another in a single rectangle or square, and securely attached to white posterboard (for engraver) or paper (for reviewer).
[ ] Black and white illustrations are being submitted either as copies of the originals or as high-quality photocopies or Photomechanical Transfers (PMTs).
[ ] A protective overlay sheet has been affixed to each plate.
[ ] Name(s) of author(s), keyword(s) identifying paper, and figure numbers have been written on the back of each plate.
[ ] High-quality copies for review are required.

Figure Captions

[ ] Captions begin on a separate sheet of paper and conform to the format given in Instructions for Contributors (more than one caption may be included on a page).
[ ] Captions are paragraph indented.

What and Where to Submit

[ ] For review: three copies of text. [After review specific instructions regarding submission of paper and computer discs will be sent.]
[ ] For review: three high-quality copies of plates.
[ ] This checklist with completed items marked.
[ ] Submit to:

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