

**Information and style manual
for authors publishing text and
reference books**



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Scientific Publishers

INFORMATION

We, Scientific Publishers [SP], request you to submit your manuscript in simple, clear and readable English. If usage of technical terms is unavoidable, please explain them in simple words at the first instance of reference of those words.

All manuscripts will be subject to professional, rigorous editing to ensure quality matching with international standards and consistency in presentation and style. If SP deems vital, the entire text may be read and commented on by a reviewer.

To ensure high quality, we urge you to subject your pre-final draft for review by at least one of your colleagues and acknowledge that person in your text.

We have anticipated, as much as we can, in developing this style manual for your reference. Should either an omission or an error exist, please feel free to contact SP (tanay@scientificpub.com) and seek clarifications.

Please follow the suggestions offered here while preparing the text.

Submit a thoroughly edited and word-processed electronic text using either MS WORD 97 version or advanced MS WORD programmes. While word processing the text for submission to SP, see that at least a margin of 1.5 cm exists all around each page.

Because the author(s) is (are) solely responsible for the technical accuracy of the submitted text, ensure that technical accuracy is double-checked before you submit the text to SP. SP takes no onus on the technical accuracy.

Use British spellings and grammar. For any verification, use the latest edition of Oxford Dictionary.

Use of popular letter fonts such as Times New Roman (size 11) or any other easily readable font species. Ensure that such usage is consistent throughout the presented text.

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Use single interline spacing throughout the text, including the title page, text, references, tables, table legends, figures, and figure legends.

Submit in the e-text, high-quality figures (line sketches and half-tone images [photos]). See that the half-tone images are at least of 600 dpi resolution and they should withstand considerable photo reduction and still relay expected outcomes in clarity. Provide high quality photocopies of all illustrations.

STYLE MANUAL

Abbreviations

Use standard abbreviations as listed in the most recent editions of commonly used style manuals across the world (e.g., *Council of Biology Editor's Style Manual*, *Scientific Style, Format Manual for Authors, Editors, and Publishers*, and *the Chicago Manual of Style*). Avoid nonstandard abbreviations.

Time

Use 'h' for hour, 'min' for minute, 's' for second, 'yr' for year, 'mo' for month, 'wk' for week, 'd' for day. Do not add 's' to create plural (e.g., 6 yr, 4 mo).

Figure(s)

Use 'Fig.' if singular and 'Figs.' for plural (e.g., Fig. 8; Figs. 9 and 10).

Dates

Present dates as day month year (e.g., 09 September 2011, 20 September 2011). Do not write as either 20th September 2011 or 20th of September 2011 or September 20, 2011. Do not abbreviate names of months in text.

Measurement Units

Write in metric units. Use standard abbreviations for all measurement units (Consult the latest edition of *Oxford Dictionary*).

Figures

Submit either half-tone figures as well contrasted, black and white images (digital images, at least of 600 dpi resolution) or high quality computer generated line sketches (graphs included).

Illustrations (e.g., photos, line sketches) should be composed into plates that will be consistent with the page size withstanding reduction.

Numbering of figures must be done continuously from 1 on circular white discs placed along the right bottom corner of each photo thus showing up prominently in the background; in case the background is white, use circular black discs. While choosing the font size for the figure number, select a size which will stand reduction and be readable.

Use scale bars to depict magnification at the left bottom corner of each photo, line sketch. Standardize scale values as much as possible (e.g., Bar = 100 μm for light photomicrographs and Bar = 10 μm or 1 mm for electron photomicrographs; for other photos use scale bars as deemed appropriate).

Avoid clustering line sketches and photos, unless unavoidable.

Plates (as composites of photos or line sketches) must be prepared in proportion to the page size and more especially to the width of the printed page.

While preparing plates, please remember that appropriate spacing must be available for locating the figure caption at the bottom of the place.

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All abbreviations and symbols used in the plates must match those in the text and legends.

Indicate at the 'top' of the figure composite with an arrow marked 'Top' with a soft lead pencil. Write author(s) and chapter names legibly on the reverse.

Instruments and Software

If necessary, identify the instruments and tools used, in parentheses (e.g., The extracted larvae were weighed in a Sartorius™ balance).

Cite user's manuals in the text (e.g., Minitab 1995) and in the *References* section.

Mathematical Equations and Statistical Tests

If pertinent, explain all mathematical equations and statistical tests at appropriate points. For presentation, consult larger editions of *Oxford Dictionary* for style.

Names of Organisms (relevant to books in biology only)

Use of Binomials

Give the biological name and the authority at first mention of each organism in the text.

Use the most recent binomial for indicating names of plants and animals (e.g., follow the most recent edition of the *International Code of Zoological Nomenclature* and those of Botanical and Microbial nomenclatures).

At the first instance of referring to an organism using its binomial, indicate the systematic position to which it belongs in parentheses as shown here: (Order: Family). If the same binomial is repeated elsewhere in the text, cite its name only and not its systematic position.

Use of Common Names

Minimize use of common names; if imperative use the most widely used common names at the first instance of reference only. Do not abbreviate common names. Throughout the text always refer to the organism by its biological name.

Numbers

Spell out numbers at the beginning of a sentence.

Spell out numbers one through nine.

Use 10 and up as numerals, unless they are used as units of measure (e.g., 7 mg; 1800 h).

Spell out ordinals (e.g., ninth, along with two-fold, one-way ANOVA, and one-half).

Ordinals 10 and higher are written as numerals, such as the 10th or the 51st.

All numbers less than 1 are preceded by a zero (e.g., $P < 0.05$).

When a number is >1,000, use a comma to separate hundreds from thousands (e.g., 3,243).

Use a semicolon to separate different types of citations (e.g., Fig. 5; Table 7).

Repeating symbols or units of measure in a series is unnecessary (e.g., 70, 80, 90 mg, respectively).

Use of hyphens and dashes

Hyphens and dashes need to be used with care. Hyphens link compound words; in all other circumstances, use dashes. In the alternate key board short dashes (referred as 'en' dash) and long dashes (referred as 'em' dash) are available. Use them as deemed suitable.

Presentation

Present the text as follows:

- Cover page
- Preface including any acknowledgements
- List of Contributors (for multi-author, edited books)
- Text
- References
- Footnotes
- Tables
- Figures
- Index

Index

A comprehensive, technical and keyword index is vital for any book. Once the author(s) is (are) satisfied with the text, page-formatted and numbered, SP will seek a comprehensive index from the author(s). The author(s) will agree to provide the index within a reasonable timeframe for a quick publication of the book. Extended delays in submitting the index will result either in delayed publication or in the closure of publication.

Quote Marks

Use double quotation marks for **quoted information only**. For other statements that require use of quote marks, use the single quote marks ('...').

See that the quote marks match the font styles used; for example see that for a text set with Serif fonts (e.g., Cambria ("..."), Times New Roman "..."), the quote marks need to be curvy and scribbly. Whereas in a text set with sans-Serif fonts (e.g., Arial ("...")) the quote marks will be straight.

Reference Citation

Cite only those articles either published or formally accepted for publication (in press).

Check and include all the references mentioned in the text.

Authors Style Manual

Include adequate information to enable the reader to access cited materials (e.g., citations of books and conference proceedings must include name and location [city and state or country of the publisher]).

Do not abbreviate journal names; consult most recent issue of *BIOSIS Serial Sources* to obtain the correct and full name of the cited journal.

Take utmost care to cite references of articles published earlier in languages other than English (French, German, Italian, Spanish) using the right diacritical marks. All modern computers are endowed with an alternate key board that enables use of diacriticized letters. See that no error exists in such usages.

In-text citation of references

Cite by author and year (e.g., Kumar 2010). If two authors exist, then cite them as 'Kumar and Choudhury 2009'. To cite more than two authors, cite the reference by the first author followed by 'et al' (not italicized) (e.g., Kumar et al 2008). When more than one set of authors need to be cited, then cite them as suggested here (Kumar et al 2008, Kumar and Choudhary 2009, Kumar 2010).

Multiple Publications by the Same Author

(Kumar 2007a, b, c, 2009, 2010).

Personal Communications cite as shown here

(K Choudhury, personal communication, email, 29 September 2010).

Unpublished Data

For a single author: '(AK Kumar, either 'unpublished data' or alternatively 'unpublished observations')'.

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For multiple authors: '(AK Kumar, K Choudhury, P Banerjee, and JK Chatterjee, say either 'unpublished data' or 'unpublished observations)'.
(Choudhury et al 2015) for in press, cite projected year of publication.

In Press

(Choudhury et al 2015) for in press, cite projected year of publication.

Software

(GenStat®, Payne et al 2009).

End-list citation of references

List references ordered alphabetically by the first author's name, followed by initials, year of publication, full title of the paper, unabbreviated name of the journal (italicized), volume number (in bold), start and finish page numbers separated by an 'en' dash (no bold).

When the citation runs on to a second line, set it as a hanging paragraph.

Use punctuation marks and inter-letter and inter-word spaces.

Refer to the examples shown below:

1. *Single author citation (journal paper)*

Kumar AK 2010 Studies on Scarabeidae of Bengal, *Indian Journal of Entomology* **67** 43–193

2. Single author; more than one publication in the same year

Shorthouse JD 1980a Modification of galls of *Diplolepis polita* by the inquiline *Periclistus pirata*, *Bulletin de la Société de Botanique France (Actualités Botaniques)* **127** 79–84

Shorthouse JD 1980b Modification of the flower heads of *Sonchus arvensis* (family Compositae) by the gall gall former *Tephritis dilacerata* (Order Diptera, family Tephritidae), *Canadian Journal of Botany* **58** 1534–1540

3. Two authors citation (journal paper)

Kumar AK and Choudhury K 1986 Significance of critical development stage on starvation induced endocrine mediated precocious metamorphosis in *Oryctes rhinoceros* (Coleoptera: Scarabaeidae), *Proceedings of the Indian Academy of Sciences (Animal Sciences)* **95** 379–385

4. More than two authors (journal paper)

Kumar AK, Choudhury K, Banerjee P, and Chatterjee JK 2008 Biology and behaviour of certain root-boring Coleoptera, *Journal of Asiatic Society of Bengal* **140** 85–124

5. Journal Articles (In Press)

Florentine SK, Raman A, and Dhileepan K 2000 Gall-inducing insects and biological control of *Parthenium hysterophorus* L. (Asteraceae), *Plant Protection Quarterly* (in press)

6. Books

Zar JH 1974 *Biostatistical Analysis*, New Jersey: Prentice Hall

Basra A (ed) *Plant Growth Regulators in Agriculture and Horticulture: Their Role and Commercial Uses*, New York: Howarth Press

7. Chapters from books

Ramanna MS and Hermsen JH 1979 Genome relationships in tuber-bearing Solanums, in *Biology and Taxonomy of Solanaceae* (eds) JG Hawkes, RN Lester and AG Skelding, London: Academic Press, 647–654 pages

8. No Author

ICAR [Indian Council of Agricultural Research] 2006 Insects infesting mango (*Mangifera indica*), New Delhi: Indian Council of Agricultural Research

9. Paper from Conference Proceedings

Chaudhury K 2008 The effect of climate on populations of Lepidoptera infesting oak stands in Garhwal Himalaya, 97–99. In D. Lemerle and A.R. Leys [eds.], *The Proceedings of the 7th Asian Conference of Sylviculturists*, Sylviculture Asia, Bangkok, Thailand

10. Thesis/Dissertation

Samiwala EB 1987 DNA cloning in *Haemophilus influenzae*, Ph.D. thesis, University of Bombay, Bombay

11. Software

Genstat®: Payne RW, Murray DA, Harding SA, Baird DB and Soutar DM 2009 *GenStat for Windows (12th Edition) Introduction*, VSN International, Hemel Hempstead

Symbols

% and Percentage

Use the symbol % only when accompanying numerals in tables and figures. Do not leave space between the number and the symbol %. In the text use words 'percentage' (e.g., percentage of infestation) and 'per cent'.

Per and Slash

Use 'per' rather than slash unless reporting measurements in unit to unit. (e.g., reptiles per unit area and not reptiles/area; mg/mm² and not 'mg per mm²').

Tables

Number all the tables sequentially from 1. Boldface the table caption. Avoid repeating data already presented in the text. Should a table run on to second and subsequent pages, repeat column headings on the following pages as well.

The table caption should be brief and capture its purpose quickly. Boldface the table number and caption only. For

reasons of clarity, use unnumbered footnote(s) immediately below the table to explain any background information that will explain the table better.

Use horizontal lines to separate the caption from column headings, column headings from the data field, and data field from footnote(s) (if any). Do not use vertical lines to separate columns. See that all the columns have headings.

Avoid using abbreviations in table(s).

Repeat operational signs throughout the data field offering space on either side of the sign (3.43 ± 0.04). For multiple numbers with decimals in a column, the align points in order.

Text

We realize that no specific pattern could be followed in a book.

Without fail, number pages sequentially.

Therefore, use a structure for the book that will relay clarity and easy readability. Some suggestions are offered here as pointers:

Heading levels (Maximize capitalization in all heading levels)

First-level Headings

Centre and bold-face.

Second-level Headings

Bold-face and flush to the left. Start the running text on the following line. *Third-level Headings*

Italicize and flush to the left. Start the running text on the following line. *Fourth-level Headings*

Italicize and flush to the left. Start the running text on the same line, separating the title from the text with a period.

A sample list of references

- Beeson CFC 1941 *The Ecology and Control of the Forest Insects of India and the Neighboring Countries*, New Delhi: Government of India Publication, 767 pages
- Mann J 1987 *Secondary Metabolites*, Oxford: Clarendon Press, 390 pages
- Mansingh A 1971 Physiological classification of dormancies in insects, *Canadian Entomologist* **103** 983–1009
- Nair KSS, Kedharnath S, Mathew D, and Sudheendrakumar VV 1989 Search for natural resistance to insect pest, *Hyblea puera* in teak, *KFRI Research Report* **62** 1–32
- Raman A, Schaefer CW, and Withers TM 2005 *Biology, Ecology, and Evolution of Gall-inducing Arthropods*, New Hampshire: Science Publishers Inc, 817 pages
- Sasidharan KR, Balu A, Deeparaj B, Nicodemus A, and Varma RV 2005 Screening *Casuarina equisetifolia* provenances against the bark caterpillar *Inderbala quadrinotata* and the possible biochemical factors determining resistance, *Journal of Tropical Forest Science* **17** 625–630
- Vinod KV and Sabu KT 2010 Dormancy inducing factors of rubber litter beetle, *Luprops tristis* (Coleoptera: Tenebrionidae), *Insect Science* **17** 47–51