

## Further Notes on Style

- **General Style** <link to General Style section>
- **Title and authors** <link to title and authors section>
- **Abstracts** <link to Abstracts section>
- **Contents** <link to Contents section>
- **Headings** <link to Headings section>
- **Tables and Figures** <link to Tables and Figures section>
- **Mathematics** <link to Mathematics section>
- **Acknowledgements** <link to Acknowledgements section>
- **Essay Reviews and Book Reviews** <link to Essay Reviews and Book Reviews section>
- **Book Reviews** <link to Book Reviews section>
- **Footnotes and References** <link to Footnotes and References section>

## General Style

Authors are asked to take account of the diverse audience of the journal. Please avoid the use of terms that might be meaningful only to a local or national audience; where this is unavoidable provide a clear explanation. However, papers that reflect the particularities of a social and cultural system are acceptable.

*Annals of Science* follows the Modern Humanities Research Association style guide (<http://mhra.org.uk/Publications/Books/StyleGuide/index.html>). Where the MHRA style guide offers various options, these specific points on style should be followed:

1. 'US' is preferred to 'American', 'USA' to 'United States', and 'UK' to 'United Kingdom'.
2. Conservative British, not US, spelling is preferred: colour not color; behaviour (behavioural) not behavior (behavioral); [school] programme not program; [he] practises not practices; centre not center; organization not organisation; analyse not analyze; etc.
3. Single quotation marks rather than double are used unless the 'quotation is "within" another'.
4. Punctuation should follow the British style, e.g. 'quotation marks precede punctuation'.
5. Punctuation of common abbreviations should adhere to the following conventions: 'e.g.'; 'i.e.'; 'cf.'. Note that such abbreviations should not generally be followed by a comma or other punctuation.
6. Dashes: N-rules (–) and M-rules (—) should be used where needed in applications on disc if possible, or be clearly indicated in manuscripts by way of either a double or a triple hyphen, (--) or (---), respectively.
7. Capitals in headings and references should be used sparingly; e.g. only the first word of titles or subheadings begins upper case; similarly for the titles of papers from journals in the references and elsewhere.
8. Apostrophes should be used sparingly. Thus, decades should be referred to as follows: 'The 1980s [not the 1980's] saw...'. Possessives associated with acronyms (e.g. APU), should be written as follows: 'The APU's findings that...', but note that the plural is 'APUs'.
9. All acronyms for national agencies, examinations, etc., should be spelt out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate; e.g. 'The work of the Assessment of Performance Unit (APU) in the early 1980s...', and subsequently, 'The APU studies of achievement...'; in a reference '(Department of Education and Science [DES] 1989a)'.

10. Brief biographical details of significant national figures should be outlined in the text unless it is quite clear that the person concerned would be known internationally. Some suggested editorial comments in a 'typical' text are indicated in the following with square brackets: 'From the time of H. E. Armstrong [in the 19th century] to the curriculum development work associated with the Nuffield Foundation [in the 1960s], there has been a shift from constructivism to heurism in the design of [British] science courses'.

11. The preferred local (national) usage for ethnic and other minorities is recommended. For the USA, 'African-American', 'Hispanic' and 'Native American' are used, e.g. 'The African-American presidential candidate, Jesse Jackson...'; for the UK, 'West Indian' (not 'Afro-Caribbean'), etc.

12. Material to be emphasized by italicization in the printed version should preferably be italicized in the typescript rather than underlined. Please use such emphasis sparingly.

13. Numbers in text should take the following forms: 300, 3000, 30 000 (not 30,000). Spell out numbers under 10 unless used with a unit of measure, e.g. nine pupils but 9 mm. For decimals, use the form 0.05 (not .05). '%' (not 'per cent') should be used in typescripts.

14. Appendices should appear before the references section and after any acknowledgements section. The style of the title is shown by the following example:

**'Appendix C: The random network generator'**

Figures and tables within appendices should continue the sequence of numbering from the main body of the text. Sections within appendixes should be numbered, for example, C.1, C.2, ... Equations in appendixes should be numbered, for example, (C 1), (C 2), ... If there is only one appendix, it is referred to as 'Appendix A'.

[Top of page](#)

**Title and authors**

**Title:** the title should have an initial capital letter only (except for names), and be in bold and centred on the page; e.g.

**This is the title of the paper**

For over-long titles, please supply a shortened version, which can be used as a running head for the article.

**Authors and Affiliations:** Author names should be in block capitals, followed on the next line by the affiliation. If there is more than one author, the email address of the corresponding author should be provided below his/her affiliation; e.g.

A. N. OTHER  
University of Life, UK  
Email: another@life.ac.uk

J. BLOGGS  
University of Style, UK

[Top of page](#)

**Abstracts**

Structured abstracts of 200 words, summarizing the significant coverage and findings of the paper, are required for all papers, and should be submitted as detailed below, after the title and authors' names and addresses, and before the contents list.

For papers reporting original research, state the **primary objective** and any hypothesis tested; describe the **research design** and your reasons for adopting that methodology; state the **methods and procedures** employed, including where appropriate tools, hardware, software, the selection and number of study areas/subjects, and the central **experimental interventions**; state the **main outcomes and results**, including relevant data; and state the **conclusions** that might be drawn from these data and results, including their implications for further research or application/practice.

For review essays, state the **primary objective** of the review; the reasoning behind your literature selection; and the way you critically analyse the literature; state the **main outcomes and results** of your review; and state the **conclusions** that might be drawn, including their implications for further research or application/practice.

Format: title (bold) 'Summary', text indented both sides.

[Top of page](#)

## Contents

A contents list detailing the numbered sections of the paper should be included, after the abstract but before the main text.

Format: title (bold) 'Contents', text indented both sides.

[Top of page](#)

## Headings

Three levels of headings can be used, as described below.

- (A) Centred, numbered, bold, initial cap only, space above.
- (B) Flush left, numbered, italic, initial cap only, space above.
- (C) Flush left, numbered, initial cap only, space above.

All paragraphs should be indented.

[Top of page](#)

## Tables and figures

**Artwork** submitted for publication will not be returned and will be destroyed after publication, unless requested otherwise. Whilst every care is taken of artwork, neither the editors nor Taylor & Francis shall bear any responsibility or liability for its non-return, loss or damage, nor for any associated costs or compensation. Authors are strongly advised to insure appropriately.

**1.** Tables and figures should be informative, relevant and visually attractive. The style and spelling of lettering in figures must correspond to the main text of the manuscript. Tables and figures must be referred to in the text and numbered in the order of their appearance ('see table/figure 1'; 'see tables/figures 1–4'). Each table and figure should have a stand-alone descriptive caption that explains its purpose without reference to the text; each table column should have an appropriate heading. Avoid the use of vertical lines in tables.

**2.** Figures and tables must be on separate sheets or in separate files and not embedded in the text. Artwork for figures can be supplied either digitally or by post.

**2.1** Figure files should be saved as one of the following formats: TIFF (tagged image file format), PostScript, JPEG and EPS (encapsulated PostScript), and should contain all the necessary font information and the source file of the application (e.g. CorelDraw/Mac, CorelDraw/PC). Please be sure that all imported scanned material is scanned at the appropriate resolution: 1200 dpi for line art, 600 dpi for grayscale and for colour.

**2.2** If the original artwork for figures is supplied, the scale of figures should allow for reduction to column width (130 mm) or page width (160 mm) or page length (205 mm) if to be placed landscape, but landscape reproduction should be avoided if possible. Photographs may be sent as black and white glossy prints or negatives. Please number each figure on the reverse lightly in pencil.

Please do not type the caption for a figure on the artwork for that figure. A separate list of figure captions should appear at the end of the manuscript.

[Top of page](#)

## Mathematics

Special care should be taken with mathematical scripts, especially subscripts and superscripts and differentiation between the letter 'ell' and the figure one, and the letter 'oh' and the figure zero. If your keyboard or PC does not have the characters you need, or when using longhand, it is important to differentiate between: K and k; X, x and  $\times$  (multiplication); asterisks intended to appear when published as multiplication signs and those intended to remain as asterisks; etc. Special symbols, and others used to stand for symbols not available in the character set of your PC, should be highlighted in the text and explained in the margin. In some cases it is helpful to supply annotated lists of symbols for the guidance of the sub-editor and the typesetter, and/or a 'Nomenclature' section preceding the 'Introduction'.

In both displayed equations and in text, scalar variables must be in italics, with non-variable matter in upright type.

For simple fractions in the text, the solidus '/' should be used instead of a horizontal line, care being taken to insert parentheses where necessary to avoid ambiguity.

The solidus is not generally used for units:  $\text{m s}^{-1}$  not m/s, but note electrons/s, counts/channel, etc.

Displayed equations referred to in the text should be numbered serially ((1), (2), etc.) on the right-hand side of the page. Short expressions not referred to by any number will usually be incorporated in the text.

Symbols used to represent tensors, matrices, vectors and scalar variables should either be used as required from the character set of the application you are using or marked on hard-copy by underlining with a wavy underline for bold, a straight underline for italic and a straight red underline for sans serif.

The following styles are preferred: upright bold sans serif  $\mathbf{r}$  for tensors, bold serif italic  $\mathbf{r}$  for vectors, upright bold serif  $\mathbf{r}$  for matrices, and mediumface sloping serif  $r$  for scalar variables. In mathematical expressions, the use of "d" for differential should be made clear and coded in roman, not italic.

Typographical requirements must be clearly indicated at their first occurrence, e.g. Greek, Roman, script, sans serif, bold, italic. Authors will be charged for corrections at proof stage resulting from a failure to do so.

Braces, brackets and parentheses are used in the order {{{ }]}, except where mathematical convention dictates otherwise (e.g. square brackets for commutators and anticommutators; braces for the exponent in exponentials).

For units and symbols, the SI system should be used. Where measurements are given in other systems, conversion factors or conversions should be inserted by the author.

Mathematical equations should preferably be typewritten, with subscripts and superscripts clearly shown. It is helpful to identify unusual or ambiguous symbols in the margin when they first occur. Please ensure all symbols are described in the text. If equations are numbered, numbers in parentheses should be used. Equations may be referred to in the text as 'equation

(1)', 'equations (2)–(4)'. To simplify typesetting, please use: (1) the "exp" form of complex exponential functions; (2) fractional exponents instead of root signs; and (3) the solidus (/) to simplify fractions e.g. 3/4,  $\exp x^{1/2}$ . Other letters not marked will be set in roman type. Please supply reproducible artwork for equations containing ring formulae and other complex chemical structures. Schemes should also be numbered with consecutive numbers.

[Top of page](#)

## Acknowledgements

Any acknowledgements authors wish to make should be included in a separate headed section at the end of the manuscript preceding any appendices and the references section. Please do not incorporate acknowledgements into notes or biographical notes.

[Top of page](#)

## Essay Reviews and Book Reviews

References to the book being reviewed should be included at the top of the first page of the essay review using the following conventions (please note the punctuation):

Amanda Coffey and Paul Atkinson, *Making Sense of Qualitative Data: Complementary Strategies*. London: Sage, 1996. 200 pp. £34.50 (hbk), ISBN 0-8039-7052-8; £14.95 (pbk) ISBN 0-8039-7053-6.

Essay reviews should have their own title before the list of books reviewed.

Page references within reviews should be given as follows: (p. 337) or (pp. 36–7). The reviewer's name and address should be included at the end of the review.

[Top of page](#)

## Footnotes and References

Authors are referred to the MHRA style guide.

Footnotes are to be numbered consecutively, with superscript numerals placed outside the punctuation, thus: '... Newton agreed.<sup>27</sup>'

Complete page references for a paper should always be given, and then the specific page if necessary. Titles of journals should **not** be abbreviated.

Cross-references in notes to works already cited, or to points made in previous notes, should be made by note number, for example: 'J. Smith (note 11), 223', or 'as indicated in note 14....'. Cross-references in the text should be to section or sub-section numbers.

References are to be cited as follows:

### 1. Reference to a book

Elizabeth L. Eisenstein, *The Printing Press as an Agent of Change*, 2 vols (Cambridge, 1979), II, 575–9.

Robert Fox, *The Caloric Theory of Gases: From Lavoisier to Regnault* (Oxford, 1971), 314.

### 2. Reference to a chapter in a book

John North, 'Thomas Harriot and the First Telescopic Observations of Sunspots', in *Thomas Harriot: Renaissance Scientist*, edited by John W. Shirley (Oxford, 1974), 129–65 (132).

### **3. Reference to an article in a journal**

G. L'E. Turner, 'The London Trade in Scientific Instrument-Making in the 18th Century', *Vistas in Astronomy*, 20 (1976), 173–82.

### **4. Reference to a newspaper or magazine**

H. Richards, Republican lite? *The Times Higher Education Supplement*, 1 November 1997, 16.

### **5. Reference to an Internet source**

Give the universal resource locator in full:

<http://acsinfo.acs.org/instruct/instruct.html>

### **6. Reference to a personal communication**

J. Brannen, Personal communication, 1996.

### **7. Reference to government legislation**

US Congress, Senate Committee on Foreign Relations (1956) *The Mutual Security Act of 1956*, 84th Congress, second session, report 2273.

US Congress, House Committee on Banking & Currency (1945) *Bretton Woods Agreements Act: Hearings on HR 3314*, 79th Congress, first session, report 452.

[Top of page](#)