

## IMA Copyediting Style Guide

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<b>FRONT MATTER</b>		
<b>Left running head (lrh)</b>	Style	All caps; initials, surname and suffix if any; " <i>ET AL.</i> " used for >2 authors, for a two-authored paper, the and is used
	Example	M. E. SMITH <i>ET AL.</i> M. E. SMITH AND I. JONES
<b>Right running head (rrh)</b>	Style	All caps short title of the paper
<b>Article type</b>		
<b>Article Title</b>	Style	In bold; upper case for proper names and first letter only
	Capitalization (after colon or Em dash)	Not capitalized
	Capitalization (after hyphen)	Not capitalized
	Capitalization (prepositions)	Not capitalized
	Capitalization (others)	Only proper nouns and capped variables
	Abbreviations	Follow author
	Numbers	One to nine spell out, others in numerals
	Genus species	Italics
	Years	
	Others	
	Placement	After the title
	Style	Full caps and small caps
	Name	Follow author
	Degrees and Titles	Not given
	Suffix	Allowed
	Separators	Commas
	Layout	Consecutive authors with the same affiliation are on the same line followed by the respective affiliation, and the same continues. Do not change the order of authors

Affiliation designators	No designator
Corresponding Author	Non-mathematical symbol such as † and ‡ should be used to indicate the corresponding author, corresponding author at a present address, or an Email.
Designator separator	None
Designator order	Superscripted symbols (†‡§¶  #) used
Example	See Appendix

**Corresponding Author**

Placement	Footnote
Style	Not essential if not provided by author
More than 1 corresponding author	
State name (USA)	NA
Country name	NA
Telephone/Fax	Not given
Email	Without hyphen; as footnote in lowercase
Designator	Superscripted symbol †‡§¶  #
Journal specific examples	†Email: wei@sdac.harvard.edu ‡Corresponding author. Email: wei@sdac.harvard.edu
Other	

**Affiliation**

Style	In italics; complete address is given
Placement	After the author names
Elements	
Postal address	Complete address is required
State name (USA)	Postal codes of US states
Country name	USA; UK (do not use Scotland, Wales, England)
Separators	Comma
Designator	NA
Multiple affiliations	Run on with an “and” before the last affiliation
Present address	Given as a footnote
Journal specific example	Appendix

<b>Dedication</b>		Needs to be placed below the list of authors and above the Abstract.
<b>History</b>	Placement	After the affiliations
	Style	[Received on 31 August 2004; revised on 22 October 2005; accepted on 24 October 2005]
	Style for IMA	[Received on 31 August 2004; revised on 22 October 2005]
<b>Abstract</b>	Heading	Abstract not titled
	Style	One paragraph
	Abbreviations	Used if they appear more than once; spelled out at the first occurrence and abbreviated subsequently
	Genus species	Italics, Abbreviate genus on second mention with a particular species
	Numerals	Spell out one to nine
	Others	
	Reference citation	Author names, year, journal title, vol. no, page range; e.g. Barlos & Jacobson (2005, <i>SIAM J. Numer. Anal.</i> , <b>4</b> , 225–245). If it is an indirect citation and has been cited in text other than abstract, it should be deleted.
<b>Key Words</b>	Style	Follow author on order of words, semicolon separator, period at the end
	Example	<i>Keywords:</i> word; word; word.

<b>FOOTNOTES</b>		
<b>Style</b>	Order	†‡§¶  #
	Affiliation	NA
	Corresponding author	Non-mathematical symbol and placed in title page
	Present address	Non-mathematical symbols in title page
	Acknowledgement	Last paragraph in the text.
<b>Other footnotes</b>	In-text footnotes	Use superscripted numerals Footnote designators after punctuations.

<b>HEADINGS</b>		
<b>Style</b>	1st level	1. A level section ( <b>Introduction</b> )
	2nd level	1.1 B level subsection ( <i>Cartesians theorems</i> )
	3rd level	1.1.1 C level subsubsection ( <i>And then there were none.</i> ) [run on with text]
	Other	Theorems, Lemmas, etc should be in Cap and small cap. Follow author in numbering of these, i.e., Theorem 1 or Theorem 2.1.

<b>GENERAL STYLE</b>		
<b>Spelling</b>	UK	ize, izi, iza
<b>Style</b>	Light edit	
<b>Hyphenation</b>	Prefixes that do not require hyphenation	Follow author and make consistent
	Prefixes that require hyphenation	Check <i>Concise Oxford Dictionary</i> and make consistent. “Non” words hyphenated. All non words and semi words are closed-up for IMA (except non-negative). e.g. Nonlinear, nonsingular, nonconforming, semidiscrete, seminorm, semidiscretization for IMA.
	Do not hyphenate	Check <i>Concise Oxford Dictionary</i>
	Others	Introduce adjectival hyphens
<b>Dashes</b>	En dash	For words of equal weight, ranges
	Em dash	For parenthetical phrases
<b>Commas</b>	Serial commas	Not allowed
	Compound sentence comma	Do not insert
	Nonessential or nonrestrictive clause	Do not introduce

	Date	24 October 2005
	Parenthetical reference citation	Yes
	Thousand separator	Make consistent if provided by author
	Introductory comma	Provide only if essential
	Essential or restrictive clause	Do not introduce
	Others	Do not use extraneous punctuation
<b>Capitalization</b>	After colon	Lowercase
	Variables	Follow author and make consistent
	Experiment, Day, etc	Capitalize
	Others	
<b>Italicization</b>	Emphasis	Should be left as author has written
	Variables and Statistical terms	Italics and make consistent
	Multiletter variables	Roman
	Others	Cartesian “C caps”
<b>Language</b>	Word list	NA
	Preferred words	NA
<b>Quotation marks</b>	Style	Single quotes
	Punctuation	Provide after closing single quotes if the punctuation is not part of the sentence in quotes.
<b>Latin terms</b>	Style	Italics
	Abbreviations	e.g., i.e. (roman)
<b>Parentheses</b>		Follow author
<b>Brackets</b>		Follow author
<b>Slash</b>		Follow author
<b>Genus species</b>	Style	Italics
	Beginning of a sentence	Spell out genus
	Common name	Follow author

	Abbreviations	In the second occurrence, except in the beginning of a sentence
<b>Lists</b>	Display	Follow author (but if single parenthesis is given, change it to double parentheses)
	In-text	Follow author (but if single parenthesis is given, change it to double parentheses)
<b>Geography</b>	USA	
	U.K.	UK
	U.S. States	Postal codes, except when these appear without the city, then spell out
	Coordinates	
<b>Time and dates</b>	Date	20 January 1999
	Period	1997–1999
	Time	Follow author, but make consistent within an article
<b>Style for different article types</b>	Commentaries—Style	NA
	Teaching techniques	NA
	Editorial	Article title as in regular articles  Author name at the end of the article, complete address is not essential
	Book review	Book details followed by reviewing author details

#### **SOURCES OF MATERIALS**

	Style	NA
	Supplier name	NA
	Supplier location	NA
	Others	NA

## ABBREVIATIONS

Abbreviation	First use	Spell out
	Title	Abbreviation can be allowed
	In Headings	Abbreviation already defined in text can be used in the heading. Do not define in the heading.
	At the beginning of sentence	Once defined abbreviation can be used except for Genus species abbreviations
	In Figures	Abbreviation already defined in text can be used
	In Table	Abbreviation already defined in text can be used
	Commonly used abbreviations	%, is written as here, not in full. 1D, 2D, 3D etc should be written in full e.g. one-dimensional
	Latin abbreviations	-
	Scientific abbreviations	Genus is abbreviated on second occurrence with a particular species
	Chemical compounds	Follow author
	Concentrations	
	Plurals	Allowed
	State names	Postal codes
	Country names	US, UK (adj); USA, UK (n)
	Organization Names	
	Author names (one of us)	AGC (closed-up initials, no dots)
	Names (other than the authors)	Provide forename as initials and surname

No need to spell out	
Do not abbreviate	
Journal specific abbreviations	independent and identically-distributed i.i.d.
Others	Prof., Dr, PO Box (note no dots for Dr)
Query	In the query sheet for IMA, <b>at the end</b> , write a list of the abbreviations you would usually query, but altogether in one box. In the left hand box query as follows, 'Please spell out any acronyms which you feel are not well-known to readers'. Mail (2/12/2005)

<b>TECHNICAL STYLE</b>		
<b>Number style</b>	Numbers less than 10	Spell out, except for values and numerals with units
	Numbers greater than 9	Use numerals
	Mixed series	Use numerals
	Common fractions	Fractions should be left as author supplied.
	Large numbers (starting with millions)	Follow author
	Consecutive numerical expression	Follow author
	Thousand separator	Follow author and make consistent
	Decimals	Provide leading zero
	Others	

<b>Ordinals</b>	Style	First–ninth, 10th or more
<b>Roman numerals</b>		Follow author
<b>Fold words</b>		Follow author and make consistent
<b>Units of measure</b>	SI Units	Allowed
	Non SI Units	Allowed
	Time	h, min, s, day, week, month, year Follow author either 12 or 24 hr clock, but make consistent
	Temperature	5°C
	Percentage	5%
	Volume	5 ml or mL (follow author but make consistent in an article)
	Weight	g, kg
	Repetition of units	Do not repeat 5–10%, 5, 10 and 20%, 2 and 5 mg
	Range	5–10 g
	use of slashes, product dots etc.	Both allowed, but make consistent in an article
	Centrifuge	Follow author but make consistent
	Magnification	Times symbol closed up to numeral
	Others	
	Hyphenation	Adjectival hyphenation of units is allowed
<b>Greek character</b>		Variables italic

<b>Statistical style</b>	Probability	Follow author and make consistent
	Statistical variables	Italics
	Standard deviation	Follow author
	Tests	Follow author and make consistent
	Abbreviations	Spell out at first occurrence and then use the abbreviation
<b>Math style</b>	Spacing	Follow Math into Type
	Superscript and subscript	Stacked if both together are provided
	Equations	Follow author
	Inline equations	Integral, summation, etc limits are to given as side limits
	Display equation	Integral has side limits, others have upper and lower limits
	Coordinate	
	Transpose	"\top"; but $\{\rm T\}$ for IMA
	Order	$\{\rm O\}$
	Ratio	5:3
<b>Journal-specific style points</b>	Manuscript Number	<p>IMAMAT manuscript numbers (e.g. IMAMAT-2007-021) should be included in the subject line of the proof email when proofs are sent out.</p> <p>Section 2.1, Appendix A</p>
	Citation of sections	

## Equations

Essentially, please leave as author has written, in order to avoid mistakes.

Authors can use the following formats:

1a, 1b, 1c

1, 2, 3

1.1, 1.2, 1.3

When cited in the text, leave the word "equation" or

"Equation", when

followed by an

equation number,

unchanged, - unless

the word "equation"

before a formula

number

has been incorrectly

used (e.g. the word

"inequality" should

have been used

instead), in which

case it should be

corrected.

If a range of

equations is cited,

the range should be

written as (1–3), not

(1 to 3). Do not start

a sentence with a

symbol or number.

e.g. rather than '(87)

shows that...'

change to 'Equation

(87) show that...'

Equation numbering  
for IMA

Follows section, e.g.  
(2.1), (3.1).

## TABLES AND FIGURES

<b>Tables</b>	Label	TABLE 1.
	Caption	Run-on with table ID. Can have more than one sentence. No end period. Italics. Numbers should be in roman.
	Legend	Allowed
	Footnotes	
	Undesignated	Allowed
	Designated	†, ‡, §, ¶,   , #
	Probability	asterisk
	Designator separator	Comma
	Footnote order	As above
	Column heads	Cap and lowercase
	Stub column	Cap and lowercase
	Other columns	Cap and lowercase
	Dashes	Emdash
	Others	
	Abbreviations	
In Caption	Allowed. Need not define if already spelt out in text	
In Body	Allowed	
Footnote style	Follow author and make consistent in an article	
Table citation	Table 1	
<b>Figure</b>	Label	FIG. 1.
	Caption	Run-on with figure ID. Can have more than one sentence. Period at the end.

	Abbreviation	Allowed. Need not define if already spelt out in text
	Citation	Fig. 1, Fig. 8(a–c), Figs 10–12. Figure 1 (spell out figure at the beginning of a sentence)
	Others	Figures should also be copy-edited. Compare symbols in figures with those in the text – check they are the same.
<b>Scheme</b>		Scheme 1
<b>Photographs</b>		NA

<b>BACK MATTER</b>		
<b>Acknowledgements</b>	Style	One paragraph, one of the authors are given as closed-up initials without dots, plural according to context
<b>Funding</b>		<p><b>Funding</b> National Institutes of Health (CB5453961 to C.S., DB645473) to M.H.; Thingy Funding Agency (hfygr667789). Funding for open access charge: National Institutes of Health (CB5453961).</p> <ul style="list-style-type: none"> <li>○ Funding agency written out in full, i.e. not NIH</li> <li>○ Grant number in brackets</li> <li>○ Multiple grant numbers separated by comma and space</li> <li>○ Agencies separated by semi-colon.</li> <li>○ No extra wording like 'Funding for this work was provided by ...'!</li> <li>○ Where individuals need to be specified for certain sources of funding add 'to [author initials]'.</li> <li>○ No Funding information should be given anywhere else.</li> <li>○ This is also the new place for open access funding acknowledgements.</li> </ul>

- Note the new standard text for the open access funding sentence.

If this paragraph is not present in articles, please query the author but do not chase if nothing is forthcoming. Use the following query text: ‘Remember that any funding used while completing this work should be highlighted in a separate Funding section. Please ensure that you use the full official name of the funding body’

<b>Appendix</b>	Style	Appendix (no point) Appendix A (no point) Appendix A. title (point with title) A.1 Subsection title (no point with title)	<b>Appendix</b> <b>Appendix A</b> <b>Appendix A. No</b> <b>pathagon</b> A.1 <i>Full model system</i>
	Placement	After references	
	Theorem, etc	EXAMPLE A1	
	Equations	(A.1), (A.2), etc.	
	Table	Table A1, Table A2, etc.	
	Figure	Fig. A1	

<b>REFERENCES</b>		
<b>Heading</b>	Style	REFERENCES
<b>Order</b>	General	Alphabetical
	Several works of same first author	
	Single author	Arrange by year
	Single author, same year	Arrange by article title
	Multiple author works	Alphabetize by second author name
	Several works of two or more authors in same order	Arrange by year
	Several works of two authors or more authors in same order, same year	Arrange by title

	Several works of authors with same surname	Alphabetize by initials of first author
	Group authors (Agency, Association or Institution)	Alphabetize
	Author designated as Anonymous	Allowed
	No author	By title
	Legal references	Alphabetize
	Reference included in a meta-analysis	NA
<b>Author</b>	Name style	SMITH, M.
	Initials	Spaced with dots
	Suffix	BENDSTEN JR, M.
	et al.	Italics
	Separators	
	Authors	Comma
	Surname and initials	SMITH, M.
	Initials and suffix	JR, M.
	Two authors	SMITH, M. & BENDSTEN JR, M.
	More than two authors	SMITH, M., BENDSTEN JR, M. & SMITH, C.
	Group author	Follow author
	No author	NA
	Provide all authors name.	
	Punctuation at end of element	Full stop
<b>Editor</b>	Editor as author	SMITH, M. & BENDSTEN JR, M. (eds)
	Name style	SMITH, M.
	Separators	Comma
<b>Publication date</b>	General Style	Follows the year

	Meetings; monthly magazines, newsletters, and newspapers	
	Dailies and Weeklies	
	In press	If year is not provided then provide the current year and provide an update
	No date available	Query
	Punctuation at end of element	In parentheses
<b>Title of Article (journal and book) or Chapter</b>	General style	Cap and lowercase, roman
	Capitalization	Cap and lowercase, except for proper nouns
	Italicization	Follow author on italics
	Reverse italics	NA
	Quotes	Not allowed except if within the title
	Additional information	NA
	Punctuation at end of element	Full point
<b>Journal (includes all periodicals)</b>	Title style	Italics
	Abbreviation	Abbreviated form
	Volume number	Bold
	No volume number	Query, if month is only provided, it is ok
	Issue number	Not allowed
	Page range	Do not truncate
	Example	BESL, P., MCKAY, N. & SMITH, M. E. (1992) A method for registration of 3-D shapes. <i>IEEE Trans. PAMI</i> , <b>14</b> , 239–256.
<b>Book (includes all other nonperiodicals)</b>	Title style	Italics
	Capitalization	Cap and Cap

	Italicization	Follow author on italics
	Reverse italics	NA
	Quotes	Not allowed except if within the title
	Additional information	NA
	Edition	2nd edn (after title)
	Page range	Do not truncate
	Volume number	vol. 3 (after title, before edition)
	Publisher name	‘Verlag’ should be deleted where necessary – it means ‘company’, and so is unnecessary Delete "& sons"
	Publisher location	Precedes publisher name with colon
	Example	SMITH, M. (1990) <i>Simplified Stable Merging Tasks</i> , vol. 3, 2nd edn. Oxford: Oxford University Press, pp. 1–10.
<b>Others</b>	Unpublished material This issue Electronic source (web site/web page)	Allowed
<b>Journal-specific examples</b>		See Appendix
<b>Reference citation</b>	General style	Smith & Jones (1994a,b); (Smith & Jones, 1994)
	Single author	Smith (1994a,b); (Smith, 1994)
	ACRONYM	Follow author
	Two authors	Smith & Jones (1994a,b); (Smith & Jones, 1994)

Three or more authors	Smith <i>et al.</i> (1994a,b); (Smith <i>et al.</i> , 1994)
Same author (s) more than one citation	Smith & Jones (1994a,b, 1999)
Same author (s) more than one citation, which includes “in press”	Smith & Jones (1994a,b, 2006)
In press	Smith & Jones (2006)
Unpublished data	J. S. Smith (unpublished data)
This study	
Personal communication/ personal observations	J. S. Smith (personal communication)
Table and Figure citation	Table 1; Fig. 2
Others	

## APPENDIX

J. P. WARD†

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## References

### *Journal article*

BESL, P. & MCKAY, N. (1992) A method for registration of 3-D shapes. *IEEE Trans. PAMI*, **14**, 239–256.

BESL, P., MCKAY, N. & SMITH, M. E. (1992) A method for registration of 3-D shapes. *IEEE Trans. PAMI*, **14**, 239–256.

### *Books*

SMITH, M. (1990) *Simplified Stable Merging Tasks*. Oxford: Oxford University Press, pp. 1–10.

SMITH, M. (1990) *Simplified Stable Merging Tasks*, vol. 3. Oxford: Oxford University Press, pp. 1–10.

SMITH, M. (1990) *Simplified Stable Merging Tasks*, vol. 3, 2nd edn. Oxford: Oxford University Press, pp. 1–10.

### *Chapters in books*

SMITH, M. (1990) Merging tasks, simplified. *Simplified Stable Merging Tasks* (M. E. Smith ed.). Oxford: Oxford University Press, pp. 1–10.

SMITH, M. (1990) Merging tasks, simplified. *Simplified Stable Merging Tasks* (M. E. Smith & N. J. Clark eds). Oxford: Oxford University Press, pp. 1–10.

SMITH, M. (1990) Merging tasks, simplified. *Simplified Stable Merging Tasks* (M. E. Smith & N. J. Clark eds), vol. 4. Oxford: Oxford University Press, pp. 1–10.

### *Conference proceedings*

Delete conference title if necessary, if published proceedings go under another title.

SMITH, M. (1990) Hot spot formation. *Proceedings of the Heating Engineers* (M. E. Smith ed.). Oxford: Oxford University Press, pp. 1–10.

*Lecture series*

SMITH, M. (1990) Hot spot formation. *Simplified Stable Merging Tasks* (M. E. Smith ed.). The IMA Conference Series. Oxford: Oxford University Press, pp. 1–10.

**Ph.D. Thesis**

NGYEN, D. G. (1984) Studies in warranty policies and product reliability. *Ph.D. Thesis*, The University of Queensland, Australia.

**Technical Report**

BENDSTEN, M. & YAN, C. (2002) FADBAD, a flexible C++ package for automatic differentiation. *Technical Report IMM-REP-1997-01*. Lungby: Department of Mathematical Modelling, TU of Denmark.

*Lecture Notes*

EISEN, M. (1979) *Mathematical Models in Cell Biology and Cancer Chemotherapy*. Lecture Notes in Biomathematics, vol. 30. New York: Springer.

**Editor as a Author**

SAKMANN, G. & YAGG, V. (eds) (1995) *Single Cannel Recording*, 2nd edn. New York: Plenum.

YAGG, V. (ed.) (1995) *Single Cannel Recording*, 2nd edn. New York: Plenum.

**Monograph**

COLOQUIN, V. W. (1999) Infinite matrices and projection methods. *Lectures on Operator Theory and Its Applications*, Fields Institute Monographs. Providence, RI: American Mathematical Society, pp. 107–102.

**In press**

EDWARDS, D. A. (2007) Steric hindrance effects on surface reactions: applications to BIAcore. *J. Math. Biol.* (in press).