

# Journal of The Oughtred Society (JOS)

## Guidelines for Authors

### 1. Introduction:

The JOS is a technical journal, with a wide audience of various backgrounds. The JOS is written in English, but is read by a large number of people for whom English is a second language. Therefore, for accuracy and clarity, a number of formatting and grammatical suggestions are contained in these guidelines.

### 2. General Procedure:

- a. Review past JOS articles by using the searchable JOS Index on the OS website at <http://www.oughtred.org/journal.shtml> to learn what has been previously published on your subject. Some of the previous articles may contain applicable references for your article.
- b. Submit your article attached to an e-mail to David Sweetman at [david\\_for\\_os@att.net](mailto:david_for_os@att.net).
- c. We will review, format, edit, and proof your article.
- d. We will return the edited version for you to approve or correct the recommended changes. Send us the revised version with “Track Changes” enabled with all your updates.

### 3. Guidelines:

- a. Microsoft Word (\*.doc or \*.docx file type) is preferred for your article. Please discuss other word processors with us if you do not use Word.
- b. The preferred submission format is Times New Roman font, size 10, in single column, single-line spacing, and left justified. Use **bold** centered for section headings.
- c. Include all graphics (e.g., photos, drawings) as \*.jpg files. Graphics need to be 300 ppi (pixels per inch) for the full width of the image in \*.jpg format, full color (RGB), not black & white or grayscale. A picture of the interesting area is often more useful than a picture of the entire item.
- d. Insert Tables into your Word document; very large Tables may use a separate file.
- e. Include a caption for each graphic and table. (Example: FIGURE 1. K&E 4053-5).
- f. Identify the preferred location of your graphics in your text by inserting the graphic/image, Figure numbers, and captions as markers between paragraphs.
- g. Please do NOT use Word’s automatic endnote or footnote numbering system. Use a superscript number, e.g., <sup>1</sup>, to identify footnotes/endnotes. List these notes and references at the end of the article using numbers, i.e., no superscripts or brackets at the end of the article.
- h. Use the following format for references and bibliographies:

#### Books:

- 1 Cajori, Florian, *A History of the Logarithmic Slide Rule*, Astragal Press, New Jersey, 1994.

#### Articles:

- 2 Feazel, Bobby, *Palmer’s Computing Scale*, Journal of the Oughtred Society, 3:1, 1994.