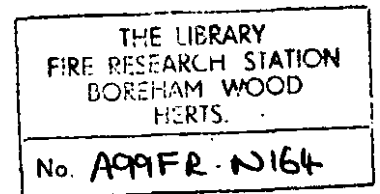


DEPARTMENT OF SCIENTIFIC AND INDUSTRIAL RESEARCH AND FIRE OFFICES' COMMITTEE  
JOINT FIRE RESEARCH ORGANIZATION



NOTES ON THE PREPARATION OF TECHNICAL PAPERS

by

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Fire Research Station,  
Boreham Wood,  
Herts.

## CONTENTS

		PAGE
I.	INTRODUCTION .. .. .	1
II.	LAYOUT .. .. .	1
III.	MATHEMATICS .. .. .	3
IV.	NUMBERS AND UNITS .. .. .	5
V.	TABLES, ILLUSTRATIONS, GRAPHS AND PHOTOGRAPHS .. .. .	5
VI.	ABBREVIATIONS FOR THE NAMES OF UNITS .. .. .	8
VII.	SYMBOLS .. .. .	10
VIII.	GENERAL COMMENTS .. .. .	12

## APPENDICES

I.	STANDARD ABBREVIATION OF THE NAMES OF SELECTED JOURNALS .. .. .	13
II.	APPROXIMATE LENGTH OF PAPERS REQUIRED BY VARIOUS SOCIETIES AND INSTITUTIONS .. .. .	16
III.	LIST OF PRINTERS' CORRECTION MARKS .. .. .	17

# NOTES ON THE PREPARATION OF TECHNICAL PAPERS

by

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## I. INTRODUCTION

In technical papers it has been found desirable that certain details should be standardised. Symbols and abbreviations etc. are taken from B.S. 1991 Part I: 1954, "Letter symbols, signs and abbreviations" but this allows certain alternatives and in this note selection has been made to obtain complete standardisation within the Organization.

Many reports are eventually published and forms are given which have been evolved to meet the requirements of most editors.

## II. LAYOUT

### HEADINGS

Headings and sub-headings should be used to divide a paper into convenient sections and should not be underlined. The absence of underlining facilitates the preparation of papers for publication as underlining is used to indicate to the printer that the words underlined should be printed in "italics". Main headings should be in capitals in the centre of the page, sub-headings in capitals at the margin edge and sub-sub-headings in lower case at the margin edge, for example:-

### SUMMARY

Expressions are derived by means of which the radiation intensity -----

### INTRODUCTION

A knowledge of the radiative transfer between two surfaces is necessary -----

### HEAT TRANSFER

#### HEAT TRANSFER BETWEEN EXTENDED SURFACES

##### Integrated Configuration Factor

The configuration factor so far discussed enables the intensity -----

ACKNOWLEDGEMENTS

The standard form of acknowledgement is as indicated:-

ACKNOWLEDGEMENT

"The work described in this paper forms part of the programme of the Joint Fire Research Organization of the Department of Scientific and Industrial Research and Fire Offices' Committee; the paper is published by permission of the Director of Fire Research".

Other acknowledgements may vary in form, but should be concise, for example:-

"The authors wish to express their indebtedness to Ilford Ltd. for specially preparing and supplying the samples of film used in these tests. Thanks are also due to Mr. P. C. Bowes for many helpful suggestions during the flash point determinations".

REFERENCES

References to other papers should be referred to in the text by a number in brackets, for example:-

"Jones (1) has shown, etc....." and details of the references should be given at the end of the paper in the standard form as in the following examples:-

References to articles in journals

(a) For most technical journals

AUTHOR'S SURNAME, INITIALS. Name of Journal, Year, Volume Pages.

e.g. CLARK, N. O. J. sci. Instrum., 1946, 23 256-9.

(b) For annual reports, other Stationery Office Publications and F.R. Notes

AUTHOR'S SURNAME, INITIALS. Title of article. Name of Journal, Year, Volume (Issue Number) Pages.

e.g. CLARK, N. O. A meter for the measurement of the properties and quantity of foam. J. sci. Instrum., 1946, 23 (11) 256-9.

References to Stationery Office Publications

AUTHOR'S SURNAME, INITIALS. Title of article. Issuing Authority Series Number. Place of Publication, Date of Publication. Publisher.

e.g. CLARK, N. O. A study of mechanically produced foam for combating petrol fires. Department of Scientific and Industrial Research Chemistry Research Special Report No.6. London, 1947. H.M. Stationery Office.

7 (3) References to books

AUTHORS' SURNAMES, & INITIALS. Title of book. Place of publication, Date of Publication (Edition). Publisher.

e.g. HENDERSON, Y. and HAGGARD, H. W. Noxious gases and the principles of respiration influencing their action. New York, 1943 (2nd Edition). Reinhold Publishing Corporation.

(4) References to other publications

AUTHOR'S SURNAME, INITIALS. Title of article. Issuing Authority Series Number. Date of Publication.

e.g. NEALE, J. A. Clearances and insulation of heating appliances. U.S. Underwriters' Laboratories Inc. Bulletin of Research No.27. Feb., 1943.

A list of the standard forms laid down in the "World List of Scientific Periodicals" is given in Appendix I for the names of Journals most commonly used as references.

If the name of the journal required is not in this list the "World List of Scientific Periodicals" can be consulted in the Library.

APPENDICES

Appendices should begin on a fresh page, be numbered in Roman numerals and set out as follows:-

APPENDIX III

TRANSIENT HEATING CONDITIONS

The temperature T at any point -----

III. MATHEMATICS

The main text should not contain more mathematical matter than is absolutely essential and extended mathematical treatment, if necessary, should be added in the form of an Appendix.

EQUATIONS AND FORMULAE

(1) A mathematical equation or formula should in general be numbered in arabic numerals and displayed on a separate line - with a space left above and below the formula. The numbering should run consecutively throughout both Main Text and Appendices.

(2) The expression should be placed centrally with respect to the page as shown in the following examples:-

Therefore 
$$I = \epsilon_1 \sigma T_1^4 + (1 - \epsilon_1) I' \quad (20)$$

By a similar argument, referring to surface (2)

$$I' = \epsilon_2 \sigma T_2^4 + (1 - \epsilon_2) I \quad (21)$$

From equations (20) and (21)

$$I = \frac{\epsilon_1 \sigma T_1^4 + \epsilon_2 \sigma T_2^4 - \epsilon_1 \epsilon_2 \sigma T_1^4}{\epsilon_1 + \epsilon_2 - \epsilon_1 \epsilon_2} \quad (22)$$

and 
$$I' = \frac{\epsilon_2 \sigma T_2^4 + \epsilon_1 \sigma T_1^4 - \epsilon_1 \epsilon_2 \sigma T_2^4}{\epsilon_1 + \epsilon_2 - \epsilon_1 \epsilon_2} \quad (23)$$

(3) All conjunctions such as "and" "but" and "therefore" etc. should be placed on the margin edge (Equation 23) away from the mathematic symbols unless they begin a new paragraph when they should be indented as in the main text (Equation 20).

(4) In setting out equations care should be taken that all horizontal lines such as those in the "plus" and "division" signs should be level with the centre of the "equals" sign as follows:-

$$\phi = \frac{1}{2} (1 + \cos \theta) \quad (10)$$

**BARS**

Bars are difficult for the printer and should therefore be avoided. Square roots should be written in the form  $\sqrt{(ax + by)}$

**USE OF SOLIDUS**

Where an expression such as  $\frac{ax + b}{cx + d}$  appears in the text, it is advisable to use the form  $(ax + b) / (cx + d)$  to avoid breaking the vertical space, but where the vertical space is already broken, as in the case of an expression including  $\int \sum$ , etc., it is preferable to avoid using the solidus,

e.g.  $\frac{2}{l} \int_0^l \sin \frac{r\pi x}{l} \sin \frac{s\pi x}{l} dx$  is preferable to

$$(2/l) \int_0^l \sin(r\pi x/l) \sin(s\pi x/l) dx.$$

In displayed formulae it is generally preferable to avoid the solidus as space is left round the formulae in any case.

e.g.  $\frac{x}{a} = \frac{y}{b} = \frac{lx + my + nz}{la + mb + nc}$

Care should be taken in using the solidus as confusion can arise, for instance  $\frac{1}{2} \cos \theta$  can become  $\frac{1}{2 \cos \theta}$  if written  $1/2 \cos \theta$ . Brackets can often remove the ambiguity as in the form  $1/(2 \cos \theta)$  or by slight rearrangement as in  $\cos \theta / 2$ .

WRITING OF MATHEMATICAL FORMULAE

In typed documents it is advisable to insert all mathematical formulae in manuscript.

IV. NUMBERS AND UNITS

- (1) All specific quantities should be denoted by figures.  
e.g. 4 in., 250 V.
- (2) Other numbers up to 100 should be denoted by words.  
e.g. four screws, forty-five experiments.
- (3) Numbers over 100 should be denoted by figures.  
e.g. 103 types, 228 variations.
- (4) Specific quantity abbreviations should not be repeated.  
e.g. 4, 6 and 10 in. not 4 in. 6 in. and 10 in.
- (5) (a) To facilitate the reading of large numbers the figures should be grouped together in threes with a space between them. Commas should not be used to separate the groups as this may lead to confusion with the Continental practice of using the comma in place of the decimal point.  
e.g. 78 293.45 not 78,293.45.
- (b) In mathematical quantities smaller than unity a cipher should precede the decimal point.  
e.g. 0.239 not .239.

V. TABLES, ILLUSTRATIONS, GRAPHS AND PHOTOGRAPHS

Tables, illustrations and graphs (except small tables inserted in the text) are drawn on one of two standard sized sheets - 13 in. x 8 in. or 13 in. x 15 in. A 1/2-in. wide margin must be left clear on three sides and a 1-in. wide margin on the stapled edge, i.e. the left hand 13-in. side.

TABLES

In papers which are written primarily for publication results presented as graphs should not normally be given also in tables. All tables should be numbered consecutively in arabic numerals and given a title, placed above the table.

Layout

- (1) The general layout and form should be as follows:-

TABLE 7

EFFECT OF WATER SPRAYS ON KEROSENE FIRE

(Diameter of fire - 30 cm)

Pressure Lb/in <sup>2</sup>	Range of average drop sizes of sprays studied mm	Most efficient drop sizes mm	Minimum rate of flow for extinction g cm <sup>-2</sup> min <sup>-1</sup> gal ft <sup>-2</sup> min <sup>-1</sup>	Time for extinction at a rate of flow of 1.2 g cm <sup>-2</sup> min <sup>-1</sup> s
5 etc.	0.4 - 1.3	0.7	>1.2      >0.25	-

(2) (a) When the values to be displayed in a table involve a power of 10, e.g.  $1.51 \times 10^{-3}$ ,  $0.72 \times 10^{-3}$  etc. then the following layout is preferable:-

TABLE 1  
SPECIMEN SMOULDERING RATES  
IN STILL AIR

Dust	Smouldering rate cm/s
Beech sawdust	$1.51 \times 10^{-3}$
Cocoa	0.72
Cork	4.51
etc.	

(b) In some cases, if the number of columns is large, the following adaptation should be used:-

TABLE 2  
SMOULDERING RATES OF BEECH SAWDUST  
AT VARIOUS PACKING DENSITIES

Dust fraction I.M.M.	Dry weight packing density g/ml					
	0.25	0.26	0.27	0.29	0.30	0.32
20 - 40	$10^{-3} \times$ 1.48	$10^{-3} \times$ -	$10^{-3} \times$ 1.45	$10^{-3} \times$ 1.51	$10^{-3} \times$ -	$10^{-3} \times$ 1.50
40 - 60	-	1.57	1.55	1.52	-	1.56
60 - 80	-	-	1.65	1.59	1.60	-
80 - 100	1.84	-	-	-	-	1.69
100 - 120	-	1.88	-	-	1.70	-

(3) For tables with two independent variables the layout should be as in Table 2.



ILLUSTRATIONS AND GRAPHS

Illustrations and graphs should have consecutive figure numbers (arabic numerals) which together with the titles should be placed below.

When the values on the axis of a graph are very large or very small they may be represented as follows:-

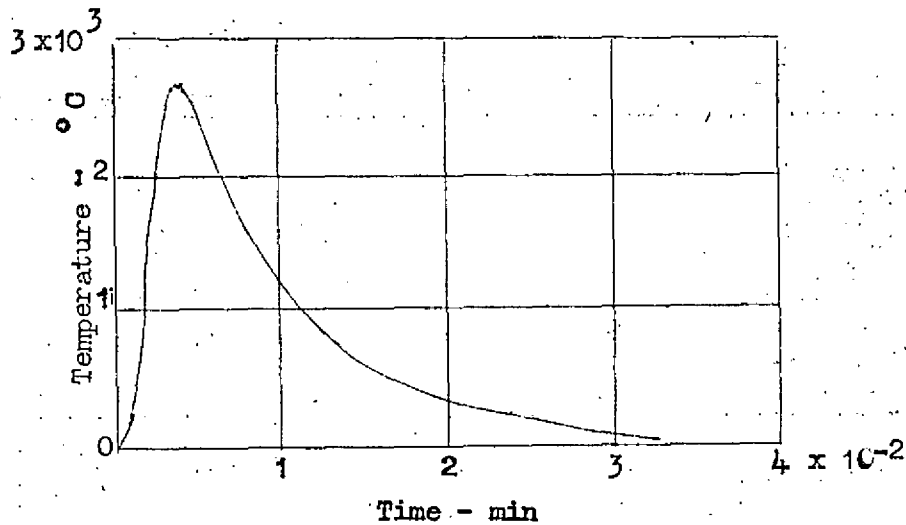


FIG. 1. CORRECT METHOD OF REPRESENTING LARGE VALUES ON AXIS OF GRAPH

This system is preferred to the following notation which is ambiguous:-

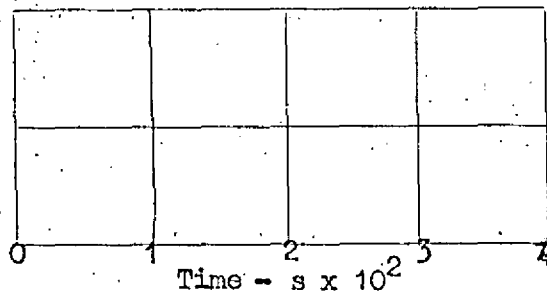


FIG. 2. INCORRECT METHOD OF REPRESENTING LARGE VALUES ON AXIS OF GRAPH

The following signs should be used to indicate plotted values on graphs:-

○ ⊙ + × □ ■ △ ▲ ◇ ◆ ▼ ▼

Descriptions of curves should not be written along the curve but should be set out in a separate key.

In the text, graphs should be referred to as Fig. x using a capital "F".

PHOTOGRAPHS

Photographs should have consecutive plate numbers.

VI. ABBREVIATIONS FOR THE NAMES OF UNITS

The form of abbreviations for units should be in accordance with B.S. 1991 Part I: 1954. Where alternatives are allowed, selection should be made in accordance with the following:-

Basic abbreviations in Schedule D (p.30).

Term	Abbreviations preferred by J.F.R.O.
square metre	$m^2$ $m^3$ $cm^3$ $s^2$ $in^2$ $in^3$
cubic metre	
cubic centimetre	
second	
square inch (similarly for foot etc.)	
cubic inch	

No abbreviation is given for per cent and it is suggested that this should be written in full in the text. The abbreviation % should be used only in tables and drawings.

DERIVED UNITS

For units comprising one quantity divided by another a solidus should be used viz:- ft/s.

For units comprising one quantity divided by more than one other, the index notation should be used viz:- cal  $cm^{-2} s^{-1}$ . This is the form required for purely scientific journals; for others slight adjustments have to be made.

For convenience a list of the abbreviations for units frequently used within the Joint Fire Research Organization is given below.

<u>Length</u>		<u>Weight</u>	
inch	in.	ounce	oz
foot	ft	pound (force)	Lb
yard	yd	pound (mass)	lb
millimetre	mm	hundredweight	cwt
centimetre	cm	ton	t
metre	m	milligramme	mg
kilometre	km	gramme	g
		kilogramme (force)	Kg
		kilogramme (mass)	kg

<u>Area</u>		<u>Time</u>	
square inch	in <sup>2</sup>	second	s
square foot	ft <sup>2</sup>	minute	min
square yard	yd <sup>2</sup>	hour	h
square millimetre	mm <sup>2</sup>		
square centimetre	cm <sup>2</sup>		
square metre	m <sup>2</sup>		
square kilometre	k <sup>2</sup>		

Angular Measurement

degree °

Acceleration and Velocity

<u>Volume</u>			
cubic inch	in <sup>3</sup>	feet per minute	ft/min
cubic foot	ft <sup>3</sup>	feet per second	ft/s
cubic yard	yd <sup>3</sup>	miles per hour	mile/h
gallon	gal	revolutions per minute	rev/min
cubic millimetre	mm <sup>3</sup>		
cubic centimetre	cm <sup>3</sup>		
cubic metre	m <sup>3</sup>		
millimetre	ml		
litre	l.		

Other Common Units

degree centigrade	°C
degree centigrade absolute (Kelvin)	°K
degree Fahrenheit	°F
degree Fahrenheit absolute (Rankin)	°R
British thermal unit	B.t.u.
calorie	cal
grammes per square centimetre	g/cm <sup>2</sup>
gallons per square foot per minute	gal ft <sup>-2</sup> min <sup>-1</sup>
pounds per square inch	Lb/in <sup>2</sup>
gallons per minute	gal/min
calories per square foot per second	cal ft <sup>-2</sup> s <sup>-1</sup>
calories per square centimetre per second	cal cm <sup>-2</sup> s <sup>-1</sup>

watt

kilowatt	kW
volt	V
ampere	A
ohm	$\Omega$
watts per square centimetre	W/cm <sup>2</sup>

GENERAL

Attention is drawn to the general notes on pages 10 and 13 of B.S. 1991.

VII. SYMBOLS

In general, symbols should be taken from B.S. 1991: Part I 1954 pages 14-26. Where alternatives are shown the following should be adopted:-

Schedule A (p.14)

divided by	/
base of natural logarithms	e
natural logarithm of x	ln x
common logarithm of x	log x
exponential function of x	exp x
inverse trigonometric function of y	sin <sup>-1</sup> y
inverse hyperbolic function of y	sinh <sup>-1</sup> y
complex operator $\sqrt{-1}$	i
real part ( )	Re ( )
imaginary part ( )	Im ( )
vector products of A and B	A X B
increment of finite difference operator	$\delta$

Expression	Symbol in line of script	Symbol in equations
Differential coefficient of y with respect to x	dy/dx	$\frac{dy}{dx}$
Differential coefficient, n <sup>th</sup>	d <sup>n</sup> y/dx <sup>n</sup>	$\frac{d^ny}{dx^n}$
Differential coefficient, partial	$\partial y/\partial x$	$\frac{\partial y}{\partial x}$

Schedule B (p. 18)

2. Mensuration

angle, plane	$\theta, \phi, \psi$
angle, solid	$\Omega$
cylindrical co-ordinates	$r, \phi, z$
area	A
volume	V

3. Kinematics

frequency	f
wave number	$\nu$
velocity	v
acceleration	a

4. Mechanics

work	W
energy	E
stress, normal	f
stress, sheer	q
Poisson's ratio	$\sigma$
surface tension	$\gamma$

5. Electricity and Magnetism

electromotive force	E
intensity of magnetization	M
resistivity	$\rho$
conductivity	$\sigma$
inductance mutual	$L_{mn}$
magnetomotive force	F
reluctance	R
$120^\circ$ operator	h

6. Light

luminous flux	F
luminance	L
refractive index	n

7. Thermodynamics

temperature, empirical	$\theta$
quantity of heat	$Q$
thermal conductivity	$\lambda$

8. Chemical composition and reaction

concentration	$\circ$
concentration, molar of substance X	$[X]$

9. Chemical thermodynamics

activity, (relative of substance X	$\{X\}$
---------------------------------------	---------

In addition to the symbols given in B.S. 1991 the following may be found useful:-

Radiation

emissivity	$\psi$
radiation per second emitted by unit area of surface	$i$
configuration factor	$\phi$
emissivity factor	$E$
intensity of radiation	$I$
total radiation	$F$
thermal conductivity	$\lambda$
thermal diffusivity	$k$
specific heat	$c$
density	$\rho$

VIII. GENERAL COMMENTS

It is advisable when writing a paper for a particular journal to consult the detailed requirements of the editor of that journal which are held in the Library and also to see a current copy of the particular journal.

There is also an advantage when British units are used in giving the C.G.S. equivalent in brackets, as people on the Continent may be reading your article.

The approximate length of papers required by various Societies and Institutions and "printer's or typists correction marks" for correcting manuscripts and proofs are given in Appendices II and III respectively.

APPENDIX I

STANDARD ABBREVIATION OF THE NAMES OF SELECTED JOURNALS

(For other abbreviations consult the World List of Scientific Periodicals in the Library)

JOURNAL	ABBREVIATION
American Dyestuff Reporter	Amer. Dyest. Rep.
Analytical Chemistry	Analyt. Chem.
Architects' Journal	Archit. J.
B.C.U.R.A. Monthly Bulletin	B.C.U.R.A. Month. Bull.
Brandskydd	Brandskydd
British Journal of Applied Physics	Brit. J. appl. Phys.
British Journal of Industrial Medicine	Brit. J. industr. Med.
British Kinematography	Brit. Kinematogr.
Builder	Builder, Lond.
Building Science Abstracts	Build. Sci. Abstr.
Compte rendu Hebdomadaire des Seances de l'Academie des Sciences	C.R. Acad. Sci., Paris
Cahiers du Centre Scientifique et Technique du Batiment	Cah. Cent. sci. Batim.
Chemical Abstracts	Chem. Abstr.
Chemical Age	Chem. Age, Lond.
Chemistry and Industry	Chem. & Ind. (Rev.)
Civil Engineering	Civil Engng, Lond.
Compressed Air Engineering	Compr. Air Engng
Empire Journal of Experimental Agriculture	Emp. J. exp. Agric.
Engineer	Engineer, Lond.
Engineering	Engineering, Lond.
Engineers' Digest	Engrs' Dig.
Farbenzeitung	Farbenztg
Fire	Fire
Fire Engineering	Fire Engng
Fire Protection	Fire Prot. Rev.
Fire Protection Association Journal	Fire Prot. Ass. J.
Fireman	Fireman
Firemen	Firemen
Foundry Trade Journal	Foundry Tr. J.
Fuel	Fuel, Lond.
Fuel Abstracts	Fuel Abstr.
Heating and Ventilating Engineer	Heat, Vent. Engr
Industrial Chemist and Chemical Manufacturer	Industr. Chem. Mfr
Industrial Engineering Chemistry	Industr. Engng Chem.
Industrial Heating Engineer	Industr. Heat. Engr
Industrial Safety Bulletin	Industr. Saf. Bull.

JOURNAL	ABBREVIATION
Journal of the American Chemical Society	J. Amer. chem. Soc.
Journal of Applied Chemistry	J. appl. Chem.
Journal of Applied Mechanics	J. appl. Mech.
Journal of Applied Physics	J. appl. Phys.
Journal of Chemical Society	J. chem. Soc.
Journal of Institute of Fuel	J. Inst. Fuel
Journal of Institute of Petroleum	J. Inst. Petrol.
Journal of Institution of Civil Engineers	J. Instn civ. Engrs
Journal of Institution of Heating and Ventilating Engineers	J. Instn Heat. Vent. Engrs
Journal of Institution of Structural Engineers	J. Instn struct. Engrs
Journal of Optical Society of America	J. opt. Soc. Amer.
Journal of Royal Institute of British Architects	J. R. Inst. Brit. Archit.
Journal of Royal Statistical Society	J. R. stat. Soc.
Journal of Research National Bureau of Standards	J. res nat. Bur. Stand.
Journal of Science of Food and Agriculture	J. Sci. Fd Agric.
Journal of Scientific Instruments	J. sci. Instrum.
Journal of Society of Chemical Industry	J. Soc. chem. Ind., Lond.
Journal of Society of Dyers and Colourists	J. Soc. Dy. Col.
Journal of Society of Motion and Picture Engineers	J. Soc. Mot. Pict. Engrs
Journal of Textile Institute	J. Text. Inst.
Magazine of Concrete Research Mechanical Engineering Municipal Review	Mag. Concr. Res. Mech. Engng, N.Y. Munic. Rev.
Nature	Nature, Lond.
Official Digest. Federation of Paint and Varnish Production Clubs Öl und Kohle	Off. Dig. Fed. Paint Varn. Prod. Cl. Öl u. Kohle
Philosophical Magazine Post Magazine and Insurance Monitor Proceedings of the American Wood Preservers' Association Proceedings of the Cambridge Philosophical Society Proceedings of the Institution of Mechanical Engineers Proceedings of the Physical Society Proceedings of the Royal Society	Phil. Mag. Post Mag. Ins. Mon. Proc. Amer. Wood Pres. Ass.  Proc. Cam. phil. Soc.  Proc. Instn mech. Engrs, Lond.  Proc. phys. Soc. Lond. Proc. roy. Soc.
Institution of Fire Engineers Quarterly National Fire Protection Association Quarterly Quarterly Journal of the Royal Meteorological Society	Quart. Instn Fire Engrs, Edinb. Quart. nat. Fire Prot. Ass., Boston Quart. J. R. met. Soc.



JOURNAL

ABBREVIATION

Research  
Review of Scientific Instruments

Research, Lond.  
Rev. sci. Instrum.

Science Abstracts  
Structural Engineer

Sci. Abstr. (a) or (b)  
Struct. Engr

Technical News Bulletin. U.S. Bureau  
of Standards

Tech. News Bull. U.S. Bur.  
Stand.

Timber (and Woodworking Machinery-and  
Plywood)

Timb. (Woodw. Mach.)

Timber Technology

Timb. Tech.

Transactions of the American

Trans. Amer. Inst. chem.  
Engrs

Institute of Chemical Engineers

Trans. Amer. Soc. Heat. Vent.  
Engrs-

Transactions of the American Society  
of Heating and Ventilating Engineers

Trans. Amer. Soc. mech. Engrs

Transactions of the American Society  
of Mechanical Engineers

Trans. Faraday Soc.

Transactions of the Faraday Society

Trans. Instn chem. Engrs, Lond.

Transactions of the Institution of  
Chemical Engineers

Trans. Instn Min. Engrs, Lond.

Transactions of the Institution of  
Mining Engineers

V.F.D.B. Zeitung

V.F.D.B. Zeit.

Wood

Wood

Zeitschrift für angewandte Physik

Z. angew. Phys.

Zeitschrift für Elektrochemie

Z. Electrochem.

Zeitschrift für physikalische Chemie,  
Stöchiometrie und Verwandtschaftslehre

Z. phys. Chem.

## APPENDIX II

## APPROXIMATE LENGTH OF PAPERS

## REQUIRED BY

## VARIOUS SOCIETIES AND INSTITUTIONS

Institution or Society	Approximate length of summary words	Approximate length of paper words
Institution of Mechanical Engineers	200	7 000
Institution of Electrical Engineers (Proceedings)	200	10 000
Society of Chemical Industry	100	Not stated
Institution of Civil Engineers	400	10 000
Faraday Society	50 - 200	Not stated
Institute of Physics	200	3 000 750 (Letter)
Chemical Society	50 - 250	Not stated
Institution of Structural Engineers	200	7 500
Institute of Petroleum	100	Not stated
Institution of Chemical Engineers (Transactions)	200	4 000 - 6 000
Philosophical Magazine	200	Not stated
Fuel	Not stated	Not stated

# LIST OF PRINTERS' CORRECTION MARKS

These marks have been agreed by the British Standards Institution

Wherever possible all corrections should be made in the margin; only such marks being made in the text as are required to indicate the place to which the correction refers.

When three or more corrections occur in one line, the corrections should be divided between the left and right margins, the order being always from left to right.

When a letter, word or words is to be altered, the existing letter, etc., is to be struck through and the letter to be substituted is to be written in the margin, followed by *l*.

Notes intended for the guidance of the printer and not as corrections to the text should be marked "To Printer" and encircled.

Marginal mark	Meaning	Corresponding Mark in text
<i>of</i>	Delete (take out)	/
<i>stet</i>	Leave as printed	.... under letters or words to remain.
<i>caps</i>	Change to capital letters	≡≡≡ under letters or words to be altered.
<i>s.c.</i>	Change to small capitals	≡≡ under letters or words to be altered.
<i>cap+s.c.</i>	Use capital letters for initial letters and small capitals for rest of words	≡≡≡ under initial letters and ≡≡ under the rest of the words.
<i>l.c.</i>	Change to lower case	Encircle letters to be changed.
<i>bold<sup>OR</sup>clar</i>	Change to bold type	~~~~ under letters or words to be altered.
<i>ital</i>	Change to italics	— under letters or words to be changed.
<i>insert rule</i>	Underline word or words	— under words affected.
<i>rom</i>	Change to roman type	Encircle words to be altered.
<i>w.f.</i>	(wrong fount) Replace by letter of correct fount	Encircle letter to be altered.
9	Invert type	Encircle letter to be altered.
x	Replace by similar but undamaged character	Encircle letter to be altered.
γ	Substituted letters or signs under which this is placed to be 'superior'	Encircle letters or signs to be altered.
γ	Inserted letters or signs under which this is placed to be 'superior'	∧
γ	Substituted letters or signs over which this is placed to be 'inferior'	Encircle letters or signs to be altered.
γ	Inserted letters or signs over which this is placed to be 'inferior'	∧
○	Close-up—delete space between letters	○ linking words or letters.
#	Insert space	∧
# >	Space between lines or paragraphs*	* Amount of space may be indicated.
<i>eq #</i>	Make spacing equal	L between words.
<i>less #</i>	Reduce space	L between words.
<i>trs</i>	Transpose	↵ between letters or words, numbered when necessary.
□/	Indent one em	⋈

Marginal mark	Meaning	Corresponding mark in text
┌	Move to the left	┌
┐	Move to the right	┐
⤴	Raise lines	⤴ over lines to be moved.
⤵	Lower lines	⤵ under lines to be moved.
══	Straighten lines	══ through lines to be straightened.
┆	Push down space	Encircle space affected.
n.p.	Begin a new paragraph	☐ Before first word of new paragraph.
run on	No fresh paragraph here	↪ Between paragraphs.
spell out	The abbreviation or figure to be spelt out in full	Encircle words or figures to be altered.
out see copy	Insert omitted portion of copy	∧
NOTE. When fresh matter not in the copy is to be inserted, the caret mark is to be used in the text and "Take In A" ("B", "C", etc., as the case may be) written in the margin, the additional matter whether written on the proof or on attached slips being lettered to correspond. In the case of large insertions a horizontal arrow in the margin pointing between the lines replaces the caret mark.		
,∧	Insert comma	∧
,/	Substitute comma	/
;∧	Insert semi-colon	∧
;/	Substitute semi-colon	/
○	Insert full-stop	∧
○	Substitute full-stop	/
⊙	Insert colon	∧
⊙	Substitute colon	/
?∧	Insert interrogation mark	∧
?/	Substitute interrogation mark	/
!∧	Insert exclamation mark	∧
!/	Substitute exclamation mark	/
(/)	Insert parentheses	∧∧
[/]	Insert (square) brackets	∧∧
/-	Insert hyphen	∧
en/	Insert en (half-em) rule	∧
em/	Insert one-em rule	∧
2em/	Insert two-em rule	∧
’	Insert apostrophe	∧
“ ”	Insert quotation marks	∧∧
...∧	Insert ellipsis	∧
⋯	Insert leader	∧
?	Refer to appropriate authority anything the accuracy or suitability of which is doubted	Encircle words, etc., affected.