THE PREPARATION OF MANUSCRIPTS

The attention of authors is particularly directed to the following requests.

1. Papers should be typed, double-spaced, on one side of white paper (of which A4, 210 by 297 mm, is a suitable size). The pages must be numbered. Margins of 30 mm should be left at the side, top and bottom of each page. Two clear copies should be sent.

A cover page should give the title, the author's name and institution, with the address at which mail is to be sent.

The title, while brief, must be informative (e.g. *A new proof of the prime-number theorem*, whereas *Some applications of a theorem of G. H. Hardy* would be useless).

The first paragraph or two should form a summary of the main theme of the paper, providing an abstract intelligible to mathematicians.

For a typescript to be accepted for publication, it must accord with the standard requirements of publishers, and be presented in a form in which the author's intentions regarding symbols etc. are clear to a printer (who is not a mathematician).

The following notes are intended to help the author in preparing the typescript. New authors may well enlist the help of senior colleagues, both as to the substance of their work and the details of setting it out correctly and attractively.

2. *Notation*

Notation should be chosen carefully so that mathematical operations are expressed with all possible neatness, to lighten the task of the compositor and to reduce the chance of error.

For instance n_k (n sub k) is common usage, but avoid if possible using c sub n sub k. Fractions are generally best expressed by a solidus. Complicated exponentials like

$$\exp\{z^2 \sin \theta/(1 + y^2)\}$$

should be shown in this and no other way.

In the manuscript, italics, small capitals and capitals are specified by single, double and triple underlinings. Bold faced type is shown by wavy underlining: wavy will be printed **wavy**.

It helps if displayed equations or statements which will be quoted later are numbered in order on the right of their line. They can then be referred to by, for example, 'from (7)'.

The author must enable the printer (if necessary by pencilled notes in the margin) to distinguish between similar symbols such as o, O o, O, 0; x, X, $\times$; ϕ, Φ, $\varnothing$; l, 1; ε, $\in$; κ, k.

Greek letters can be denoted by Gk in the margin.

If an author wishes to mark the end of the proof of a theorem, the sign ∎ may be used.

Footnotes should be avoided.

3. *Diagrams*

It is extremely helpful if diagrams are drawn in Indian ink on white card, faintly blue or green-lined graph paper, or tracing cloth or paper. *Symbols, legends and captions should be given on a transparent overlay.* Each text figure must be numbered as Figure 1, Figure 2, ... and its intended position clearly indicated in the manuscript:

Figure 1 here

The author's name in pencil must be on all separate sheets of diagrams.

A figure is expensive to reproduce and should be included only when the subject matter demands it, or when it greatly clarifies the exposition.

The Society recognizes that some authors do not have the facilities for producing drawings of a sufficiently high standard to be reproduced directly and it is therefore willing to have such diagrams redrawn, provided that they are clear.

4. *Tables*

Tables should be numbered (above the table) and set out on separate sheets. Indicate the position of each in the text as for figures:

Table 3 here

5. *References*

References should be collected at the end of the paper numbered in alphabetical order of the authors' names. Titles of journals should be abbreviated as in *Mathematical Reviews*. The following examples show the preferred style for references to a paper in a journal, a paper in a proceedings volume, a book and an unpublished dissertation:

[1] J. F. Adams. On the non-existence of elements of Hopf invariant one. *Ann. of Math.* (2) **72** (1960), 20–104.

[2] M. P. Fourman and D. S. Scott. Sheaves and logic. In *Applications of Sheaves*, Lecture Notes in Math. vol. 753 (Springer-Verlag, 1979), pp. 302–401.

[3] P. T. Johnstone. *Stone Spaces*. Cambridge Studies in Advanced Math. no. 3 (Cambridge University Press, 1982).

[4] F. W. Lawvere. Functorial semantics of algebraic theories. Ph.D. thesis. Columbia University (1963).

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