DIRECTIONS TO CONTRIBUTORS

GENERAL

Two copies of manuscripts should be sent to Dr M. E. Sharpe (*The Journal of Dairy Research*), National Institute for Research in Dairying, Shinfield, Reading, RG2 9AT, England. Submission of a paper will be held to imply that it reports unpublished original work, that it is not under consideration for publication elsewhere, and that if accepted for the *Journal* it will not be published elsewhere in any language, without the consent of the Editors.

FORM OF PAPERS

The author should follow these directions carefully, and consult a current issue of the *Journal* for guidance on details of typographical and other conventions.

Every paper should be headed with its title, the names and initials of the authors (each author supplying one given name) and the name and address of the laboratory where the work was done.

Papers should be in English, using the spelling of the *Shorter Oxford English Dictionary*. They should be typed with double spacing, on one side only of the sheets, and with ample margins for editorial annotations.

Papers should in general be divided into the following parts in the order indicated: (*a*) Summary, brief and self-contained; (*b*) Introductory paragraphs, briefly explaining the object of the work but without giving an extensive account of the literature; (*c*) Experimental or Methods; (*d*) Results; (*e*) Discussion and Conclusions; (*f*) Acknowledgements without a heading; (*g*) References. With some types of material headings other than (*c*), (*d*) and (*e*) may be preferable.

The use of footnotes should be avoided if possible. Underlining should be used only to indicate italics. Proper nouns, including trade names, should be given a capital initial letter. Wherever possible numerals should be used unless this leads to ambiguity. The typescript should carry the name and address of the person to whom the proofs are to be sent, and give a shortened version of the paper's title, not exceeding 45 letters and spaces, suitable for a running title in the *Journal*.

TABLES

Tables should be numbered and should carry headings describing their content. They should be comprehensible without reference to the text. They should be typed on separate sheets and their approximate positions in the text indicated. *To minimize the cost of printing, the number and size of tables should be kept to an absolute minimum.*

ILLUSTRATIONS

Line drawings and photographs, which must be originals, should be numbered as Figures in Arabic numerals. Drawings should be in Indian ink, on Bristol board or cartridge paper. However, a technique which may be more convenient to authors is to use a double-sized piece of tracing paper, or translucent graph paper faintly lined in *blue* or *grey*, folded down the centre with the drawing on one half and the other half acting as a flyleaf.

Attached to every figure and plate there should be a translucent flyleaf cover on the outside of which should be written legibly: (*a*) title of paper and name of author; (*b*) figure or plate number; (*c*) the figures and lettering, which are intended to appear on the finished block, in the correct positions relative to the drawing underneath. Each paper should have a separate typed sheet listing figure and plate numbers with their legends, and the approximate positions of illustrations should be indicated in the text.

The photographs and diagrams should be about twice the size of the finished block and not larger overall than the sheets on which the paper itself is typed. For a figure measuring 250 mm × 150 mm all lines, axes and curves should be 0·4 mm thick, thus ———. Graph symbols in order of preference are ○ ●, △ ▲, □ ■, × +, and for a 250 mm × 150 mm graph the circles should be 3 mm in diam. The triangles should be equilateral of 3 mm side, and the squares also of 3 mm side. The crosses should have lines 3 mm long at right angles. Scale marks on the axes should be on the inner side of each axis and should be 3 mm long.

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Short communications or notes of not more than 2500 words or the equivalent space in print and without a summary will also be published.

REFERENCES

In the text, references should be quoted by whichever of the following ways is appropriate: Arnold & Barnard (1900); Arnold & Barnard (1900*a*); Arnold & Barnard (1900*a*, *b*); (Arnold & Barnard, 1900). Give both names for 2 authors. For 3 or more authors give the first name *et al.* on all occasions, adding *a*, *b*, etc., to the date if there is any ambiguity.

References should be listed alphabetically at the end of the paper. Titles of journals should be given in full, authors' initials should be included, and each reference should be punctuated in the typescript thus: Arnold, T. B., Barnard, R. N. & Compound, P. J. 1900. Title of paper. *Journal of Dairy Research* **18**, 158–165 and references to books should include names of authors, year of publication, title, names of editors, town of publication and name of publisher in that order, thus: Arnold, T. B. 1900 *Dairying*. London: Brown and Chester. References should include titles of papers to which they refer.

It is the duty of the author *to check all references.*

UNITS, SYMBOLS AND ABBREVIATIONS

SI units must be used, as explained in British Standards Institution publication PD 5686:1972. *The use of SI units.* Until SI units are widely understood, it is permissible to give the equivalent value in other units in parenthesis. Symbols and abbreviations used are those of British Standard 1991: Part 1: 1967. *Letter Symbols, Signs and Abbreviations.*

DESCRIPTIONS OF SOLUTIONS

Normality and molarity should be indicated thus: N-HCl, 0·1 M-NaH_2PO_4. The term '%' means g/100 g solution. For ml/100 ml solution the term '% (v/v)' should be used and for g/100 ml solution the correct abbreviation is '% (w/v)'.

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ORIGINAL ARTICLES

REVIEW ARTICLE

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