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## PREPARATION OF MANUSCRIPTS

Authors of articles submitted for publication in the Journal are asked to ensure that their typescripts are in a form suitable for sending to the printer. The necessary preparation should be done by the author before initial submission. We set out below a brief statement of the main points we ask authors to observe.

1. The author should keep a complete copy of the submitted article; the Society will not accept responsibility for any loss. Two copies of the typescript should be submitted.

2. An abstract of not more than 100 words, an American Mathematical Society (AMS) subject classification (1970) and a shortened title should accompany each typescript.

3. The article should be typed or photocopied on high quality A4 or quarto bond paper, on one side only, with at least double spacing, and with a generous margin (at least 3 cm) all around. Diagrams (other than simple diagrams of maps) must be submitted in a form suitable for reproduction; that is, they should be drawn to professional standards on high quality tracing paper or white bond paper, in Indian ink, with lines of uniform width, of a size and proportions to allow for reduction by a factor of 1/2 to 1/4, and two copies should be sent, one containing labelling and one without.

4. The conventions of *A manual for authors of mathematical papers* published by the American Mathematical Society should be used, except that references should be in alphabetical order presented as follows in the bibliography:

D. W. Barnes and J. M. Mack (1975), *An algebraic introduction to mathematical logic* (Springer-Verlag, New York).

T. M. Cherry (1965), 'Infinite linear systems with homogeneous kernel of degree  $-1$ ', *J. Austral. Math. Soc.* 5, 129–168.

Z. Janko (1967), 'A characterization of a new simple group', *Proc. Internat. Conf. on Theory of Groups*, Australian Nat. Univ., Canberra, edited L. C. Kovaacs and B. H. Neumann (Gordon & Breach, New York).

References in the text should take forms such as: Cherry (1965), p. 155; Barnes and Mack (1975), Chapter 5 Theorem 1.7.

5. The setting out of the typescript should imitate as closely as possible the intended final printed article, particularly with regard to paragraphing, indentation of paragraphs, use and spacing of displayed formulae, section headings, subheadings and the like. The accepted forms of grammar including punctuation should be observed, both in the text and in the displayed formulae. Eschew abbreviations such as "thm", "eqn", "w.r.t.", "w.l.g.". Spelling and use of hyphens should be consistent.

6. Explain clearly what symbols are to be set in special typefaces (such as cursive, fraktur, script, bold) and what is required with any unusual symbols. This is best done by supplying a separate page entitled "Notes to the Composer" in which conventions and requirements are fully set out, and by drawing attention to particular symbols at their first appearance in the typescript. The Notes to the Composer should include a list of all symbols and foreign letters used in the article.