

GUIDELINES FOR NJMCA PROCEEDINGS MANUSCRIPTS

- Whenever possible, all manuscripts should be created using either WordPerfect or Microsoft Word word-processing programs and submitted on floppy disk (3.5" or 5.25"). If these programs are not available submit the manuscript as a MS DOS text file (.txt). Please identify the word-processing program, version and document identification (title and author) on the disk label. Each submission should also be accompanied by a hard copy printout.
- All manuscripts should be formatted for 8 1/2" by 11" white paper using a 1" margin on all sides. Each page should have a running head 1/2" from the top of the page with name, short title and page: e.g. Crans, EEE in New Jersey in 1995 - 1. Print size should be 10 points or larger. All text should be left justified. Only compound words should be hyphenated.
- Submit tables on separate pages with legend above the table. If tabs are used to create table columns, use one tab only between columns. Tables should be adaptable to Proceedings page text area - 8 1/2" by 11".
- Figures should have good black and white contrast; photocopies of photographs are not acceptable. Laser printer-generated graphs are acceptable if done at 300 dpi or better and do not have faint or indistinct lines. Graphs reproduce better if columns are of different textures rather than different shades of gray. Figures should be adaptable to Proceedings page text area—8 1/2" by 11". Type figure legends on a separate sheet; it is not necessary to type each legend on an separate sheet. Identify figure on back of the page with author's name and figure number. To identify photographs, use soft pencil on hard surface to avoid marring surface of photo.
- Preferred format: Title, Abstract, Introduction, Materials and Methods, Results and Discussion (may be separate sections), Conclusions, Acknowledgments; References Cited. Narrative papers may not need a formal structure. It is not necessary to have title, abstract, acknowledgments or references cited on separate pages.
- Do not underline for emphasis. Underlining should be used only to indicate italics. The CBE Style Manual (6th ed.) provides examples of textual markings to indicate bold face or other desiderata as well as stylistic conventions for the presentations of scientific papers. A sample reference citation follows:

Vodkin, M.H., G.L. McLaughlin, J.F. Day, R.E. Shope, and R.J. Novak. 1993. A rapid diagnostic assay for eastern equine encephalitis viral RNA. *Am J Trop Med Hyg* 49:772-776.

- To be considered for inclusion in the Proceedings, all papers should be submitted within 90 days following the meeting.

Send manuscripts to:

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93 Lipman Drive
New Brunswick, NJ 08901-8524
732-932-9801

There are several sources in both hardcopy and online that can aid writers in improving their work. The following sources can get writers started.

Books (all Amazon links)

- Michael Alley 1996 [The Craft of Scientific Writing](#)
- Janice Matthews, John Bowen, Robert Matthews 2001 [Successful Scientific Writing: A Step-By-step Guide for Biomedical Scientists](#)
- Bruce Ross-Larson 1996 [Edit Yourself: A Manual for Everyone Who Works With Words](#)
- Lynne Truss 2003 [Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation](#)
- Bill Walsh 2000 [Lapsing Into a Comma: A Curmudgeon's Guide to the Many Things That Can Go Wrong in Print--and How to Avoid Them](#)

Online (Also try a Google search [terms: good scientific writing], which returned more than 45 million hits)

- Michael Alley (University of Vermont): [Writing Guidelines for Engineering and Science Students](#)
- George Mason University: [A Guide to Writing in the Biological Sciences: The Scientific Paper](#)
- University of Wisconsin: [The Dirty Dozen and Then Some: Grievous Writing Errors to Avoid like the Plague!](#)
- Charles Darling (Capital Community College Foundation): [Guide to Grammar and Writing](#)
- Jack Lynch (Rutgers University): [Guide to Grammar and Style](#)