

HOW TO WRITE AND PUBLISH A SCIENTIFIC PAPER

JOSEPH M. ROTHBERG, PH.D.

DEPARTMENT OF MILITARY PSYCHIATRY
DIVISION OF NEUROPSYCHIATRY

WR AIR

19 JANUARY 1981

ROTHBERG@TAMPABAY.RR.COM

STEPS IN WRITING A PAPER

1. ASSESS WORK: WHAT, WHEN, WHERE TO PUBLISH
2. READ INSTRUCTIONS TO AUTHORS OF JOURNAL
3. DECIDE WHO THE AUTHORS WILL **BE**
4. DRAFT A WORKING TITLE AND ABSTRACT
5. DECIDE ON FORM OF PAPER
6. COLLECT THE MATERIALS UNDER THE MAJOR HEADINGS
7. DESIGN TABLES/ILLUSTRATIONS & TITLES/FOOTNOTES
8. GET RELEASES ON PREVIOUSLY PUBLISHED WORK
9. WRITE TOPIC OR SENTENCE OUTLINE
10. WRITE A COMPLETE PRELIMINARY DRAFT OF TEXT
11. CHECK COMPLETENESS OF REFERENCES
12. ACTIVELY DO SOMETHING ELSE FOR A FEW DAYS
13. RE-EXAMINE THE STRUCTURE OF THE PAPER
14. DO THE FINAL VERSION OF THE TABLES/ILLUSTRATIONS

STEPS IN WRITING A PAPER (CONT)

15. RE-READ REFERENCES, REDUCE ABBREVIATIONS
16. TYPE THE PAPER -- THIS IS THE FIRST DRAFT
17. CORRECT THE GRAMMER AND POLISH THE STYLE
18. RE-TYPE PAPER, MAKE COPIES--SECOND DRAFT
19. ASK FOR CRITICISM FROM CO-AUTHORS/FRIENDS
20. MAKE ANY NEEDED CHANGES
21. MAKE NEW TITLE, ABSTRACT, INDEX TERMS: ASSEMBLE
22. COMPILE AND CROSS-CHECK REFERENCES VS TEXT
23. RETYPE AND RECHECK -- PENULTIMATE VERSION
24. GET FINAL CRITICAL REVIEW FROM SENIOR COLLEAGUE
25. MAKE ANY FINAL CHANGES -- FINAL VERSION
26. WRITE LETTER TO EDITOR INCLUDING RELEASES
27. RECHECK ALL COPIES FOR COMPLETENESS
28. CELEBRATE, REVISE, SEND ELSEWHERE, OR ABANDON IT
29. CORRECT THE PROOFS

1. ASSESS WORK: WHAT, WHEN, WHERE TO PUBLISH

WHAT TO WRITE AND WHEN

SCIENTIFIC PAPER SHOULD DESCRIBE SIGNIFICANT
EXTENSION TO KNOWLEDGE OR ADVANCE IN KNOWN
PRINCIPLES. AS THE OUTCOME OF AN ENQUIRY, THE
CONCLUSIONS DETERMINE IF THE PAPER IS TO BE
WRITTEN AT ALL. DO NOT WRITE A HISTORY OF THE
EXPERIMENT. PAPER MUST DESCRIBE PREVIOUSLY
UNPUBLISHED WORK.

WHERE TO SUBMIT THE PAPER

DECIDE EARLY AND KEEP READERS IN MIND. JOURNALS
HAVE STATEMENT OF PURPOSE AND SCOPE - COMPARE
WITH YOUR SENSE OF WHO IS YOUR AUDIENCE

2. READ INSTRUCTIONS TO AUTHORS OF JOURNAL

SCAN THROUGH FOR EDITORIAL POLICY ON

LENGTH

MAIN SECTIONS

STYLE MANUAL OR GUIDE

ABBREVIATIONS

NOMENCLATURE

FOOTNOTES

ETHICAL GUIDELINES.

3. DECIDE WHO THE AUTHORS WILL BE

MUST BE AGREED UPON BEFORE PROCEEDING

INCLUDE THOSE WHO CONTRIBUTE SUBSTANTIALLY
TO THE THEORETICAL OR EXPERIMENTAL WORK

ALL AUTHORS MUST APPROVE FINAL VERSION BEFORE
SUBMISSION. DO NOT INCLUDE AUTHORS WITHOUT THEIR
PERMISSION

4. DRAFT A WORKING TITLE AND ABSTRACT

THESE DEFINE SCOPE OF WHAT YOU WILL SAY

WORKING TITLE

CONTAINS ONE TOPIC

MAIN SUBJECT AND POINT OF THE PAPER

WORKING ABSTRACT

HYPOTHESIS

APPROACH

CONCLUSION

SIGNIFICANCE

TRY FOR FOUR SENTENCES

WORKING TITLE AND ABSTRACT ARE TO HELP AUTHOR
PUT IDEAS TOGETHER

5. DECIDE ON THE FORM OF THE PAPER

BIOMEDICAL	INTRODUCTION
	MATERIALS AND METHODS
	RESULTS
	DISCUSSION
FIELD SCIENCE	INTRODUCTION
	MATERIALS AND METHODS
	GEOGRAPHIC CONTEXT
	ANALYSIS OF THE DATA
	RESULTS
	DISCUSSION
	CONCLUSION
THEORETICAL	INTRODUCTION
	THEORETICAL ANALYSIS
	APPLICATIONS
	CONCLUSION

6. COLLECT THE MATERIALS UNDER THE MAJOR HEADINGS

SORT OUT THE

DATA

RANDOM THOUGHTS ON COFFEE NAPKINS

GRAPHS

IDEAS

REFERENCES

ETC

INTO FILE FOLDERS FOR EACH SECTION BUT DON'T
TRY FOR LOGICAL ORDER YET

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7. DESIGN TABLES/ILLUSTRATIONS & TITLES/FOOTNOTES

USUALLY CONTAIN ALL THE EVIDENCE IN PAPER
FUNCTION AS GATE-KEEPER FOR BROWSERS/SKIMMERS
DETAILS NOT TO BE REPEATED IN THE TEXT
MUST CONVEY CLEAR MESSAGE
TABLES: NUMERICAL; GRAPHS: TRENDS & RELATIONSHIPS
JOURNAL DETERMINES NUMBER AND SIZE
MODEL **S**TYLE AFTER TARGET JOURNAL
NUMBER **S**ERIALLY **A**ND DO TENTATIVE TITLES
MAKE ALL TITLES CONSISTENT
GIVE SIGNIFICANCE TESTS, P, SD OR SE, AND N
OMIT COLUMNS THAT CAN BE CALCULATED/DEDUCED
TABLES GUIDE WRITING OF THE PAPER
USE HISTOGRAM NOT CURVE FOR DISCRETE DATA
OMIT ILLUSTRATIONS IF NOT AS GOOD AS JOURNAL

8. GET RELEASES ON PREVIOUSLY PUBLISHED WORK

AUTHOR'S RESPONSIBILITY TO GET RELEASE

QUOTE LONGER THAN 50 WORDS NEEDS RELEASE

GET PERMISSION TO CITE UNPUBLISHED WORK

IDENTIFY ANY CHANGES IN ORIGINAL

9. WRITE TOPIC OR SENTENCE OUTLINE

TOPIC OUTLINE IS HIERARCHICAL NOUN
OR PHRASE LISTING. CONSTRUCT BY
PUTTING SECTION NOTES IN LOGICAL ORDER

SENTENCE OUTLINE WILL BE EXPANDED TO
A PARAGRAPH PER SENTENCE OF THE OUTLINE

9.1 SECTION NOTES BEFORE ARRANGING

WRITE DRAFT TITLE AND ABSTRACT

SI UNITS Co-AUTHORS

READ INSTRUCTIONS TO AUTHORS

DECIDE BASIC FORM COPYRIGHT

COLLECT MATERIALS IN ANY OLD SEQUENCE

DESIGN TABLES AND FIGURES (COLOR)

MAKE OUTLINE ETHICS

INDEX TERMS

PERMISSION TO REPRODUCE

9.2 SECTION NOTES ARRANGED IN LOGICAL ORDER

AUTHORSHIP

INCLUSION

ORDER OF NAMES

JOURNAL'S REQUIREMENTS (INSTRUCTIONS TO AUTHORS)

ETHICS

SI UNITS

DRAFT TITLES AND ABSTRACT

BASIC FORM

GROSS ORGANIZATION OF MATERIAL

ILLUSTRATIONS

TABLES

FIGURES

COPYRIGHT

PUBLISHED

UNPUBLISHED

OUTLINES

TOPIC

SENTENCE

9.3 SENTENCE OUTLINE

DECIDE ON NUMBER AND ORDER OF AUTHORS.

RE-READ INSTRUCTIONS TO AUTHORS WITH PRINCIPLES OF ETHICAL EXPERIMENTATION AND SI UNITS IN MIND.

DRAFT A TENTATIVE (WORKING) TITLE AND ABSTRACT.

DECIDE WHETHER YOU WILL FOLLOW THE CONVENTIONAL **ORDER** OF INTRODUCTION, MATERIALS AND METHODS, RESULTS, AND DISCUSSION.

JOT DOWN, IN ANY ORDER, ALL THE ITEMS YOU WILL INCLUDE UNDER YOUR CHOSEN HEADINGS.

DESIGN THE TABLES AND FIGURES, AND WRITE THEIR TITLES AND LEGENDS.

OBTAIN PERMISSION TO REPRODUCE THEM WHEN NEEDED, AND CONSIDER THE GENERAL QUESTION OF COPYRIGHT AND THE PROPER USE OF OTHER PEOPLE'S WORK.

WRITE A TOPIC AND SENTENCE OUTLINE OF THE PAPER.

10. WRITE A COMPLETE PRELIMINARY DRAFT OF TEXT

FINISH FIRST DRAFT IN ONE SITTING

WRITE SIMPLY WITHOUT WORRY ABOUT STYLE OR GRAMMER.

DIRECT YOUR THOUGHTS TO THE 'MODERATE SPECIALIST' NOT THE EXPERT.

USE NAME AND YEAR FOR REFERENCES IN WRITING THE DRAFT.

USE APPROPRIATE PERSON, TENSE, AND VOICE

'I' OR 'WE': WHAT YOU DID

'YOU' OR IMPERATIVE: INSTRUCTIONS

'YOU' OR 'THEY' (3RD PERSON): WHAT HAPPENED

USE MANY HEADINGS AND SECTION DIVISIONS

10.1 FIRST DRAFT: THE INTRODUCTION

2 OR 3 PARAGRAPHS TO INDICATE AIM & SCOPE
EXPLAIN HOW WORK ADVANCES PREVIOUS WORK
GET INTEREST & ATTENTION OF NON-SPECIALIST
WRITE TO CLEAR YOUR MIND THEN TEAR UP THE
FIRST FEW PAGES!

10.2 FIRST DRAFT: MATERIALS AND METHODS SECTION

DESCRIBE EXPERIMENTAL DESIGN OR THEORETICAL
APPROACH BEFORE GIVING DETAILS

JUSTIFY ANY CHOICES WHERE THERE WERE REASONABLE
ALTERNATIVES

DESCRIBE METHODS IN LOGICAL SEQUENCE FOR
EXPERIENCED RESEARCHER TO BE ABLE TO REPLICATE

SPECIFY DRUGS AND CHEMICALS PRECISELY

SPECIFY SELECTION OF EXPERIMENTAL AND CONTROL
SUBJECTS

SPECIFY INFORMED CONSENT PROCEDURES AND NAME
OF ETHICAL COMMITTEE GIVING APPROVAL

10.3 FIRST DRAFT: RESULTS SECTION

MAKE RESULTS SECTION COHERENT

EXPLAIN HOW RESULTS ARE DERIVED FROM
MEASUREMENTS

INDICATE VARIABILITY, ACCURACY, PRECISION

ADD DIAGRAMS TO CLARIFY EXPERIMENTAL

DESIGN OR HYPOTHESES

(GIVE A SEMINAR TO GET ORGANIZED)

10.4 FIRST DRAFT : THE DISCUSSION SECTION

A "DISQUISITION IN WHICH A SUBJECT IS TREATED FROM DIFFERENT SIDES" (SHORTER OED)

WRITE AFTER LONG THINKING ABOUT YOUR AND OTHER'S RESULTS

ASSESS VALIDITY, COMMENT ON SIGNIFICANCE, AND RELATE TO PREVIOUS WORK

DO NOT CONCEAL NEGATIVE RESULTS--EXPLAIN THEM

BE ABSOLUTELY ACCURATE ABOUT THE WORK OF OTHERS

PULL ARGUMENT TOGETHER IN LOGICAL SEQUENCE

POINT TO NEW STUDY LINES IN YOUR RESULTS

EXPLAIN WITH ECONOMY OF HYPOTHESES

CLEARLY DELIMIT FACTS FROM TESTABLE SPECULATIONS

DON'T BE OVERLY OPTIMISTIC ABOUT YOUR

PRECISION, GENERALITY, OR APPLICABILITY

10.5 FIRST DRAFT: SUMMARY AND ACKNOWLEDGEMENTS

SUMMARY

NOT A RE-WORDED ABSTRACT
FOR PEOPLE WHO HAVE READ THE PAPER
STATE MAIN FINDINGS AND CONCLUSIONS
ACKNOWLEDGEMENTS

SUBSTANTIAL HELP FROM
GRANT-GIVING BODIES
INDIVIDUALS

WHO SUPPLIED

MONEY

MATERIALS

TECHNICAL ASSISTENCE

TECHNICAL ADVICE

BE SURE THAT THOSE MENTIONED AGREE WITH
HAVING THEIR NAME MENTIONED IN THAT FORM

10.6 FIRST DRAFT: REFERENCES

USE 3X5 CARDS (ONE REFERENCE PER CARD)

ARTICLES: NAME & INITIALS OF ALL AUTHORS

YEAR

TITLE

JOURNAL NAME (NO ABBREVIATIONS)

VOLUME

START & END PAGE

BOOKS: NAME & INITIALS OF ALL AUTHORS

YEAR

TITLE

NAME & INITIALS OF ALL EDITORS

EDITION

START & END PAGE OF CITED CHAPTERS

NAME OF PUBLISHER

TOWN OF PUBLICATION

10.6 (CONT) FIRST DRAFT: REFERENCES

FOR SECONDARY SOURCES, USE

'CITED BY ...'

'ABSTRACT IN ...'

REFER TO UNPUBLISHED WORK IN TEXT ONLY

LIMITED CIRCULATION REPORTS NEED INFO

ON HOW TO GET A COPY

11/12 COMPLETION OF TEXT

NUMBER AND DATE THE PAGES

WAIT FOR 2 DAYS AND RE-READ FOR OBVIOUS
GOOFS OR MISSING PAGES

FORGET IT FOR TEN DAYS WHILE YOU DO
SOMETHING ELSE

13. FIRST DRAFT REVISIONS

STRUCTURAL

COMPARE TO OUTLINE AND MOVE ITEMS TO

EARLIER PART OF TEXT

REDUCE NUMBER OF HEADINGS

EXAMINE HEADINGS FOR CONSISTENCY AND

REDUNCANCY

STYLISTIC

MAKE PARAGRAPHS A SINGLE UNIT OF THOUGHT

LIMIT PARAGRAPHS TO 1/2 PAGE (125 WORDS)

RE-EXAMINE TABLES/GRAPHS IN VIEW OF NEW
ARGUMENT/STRUCTURE OF THE PAPER

14. FIRST DRAFT: TABLES AND GRAPHS

HAVE TABLES TYPED IN FINAL FORM

CHECK TITLES AND NOTES FOR CONSISTENCY

PREPARE ILLUSTRATIONS IN FINAL FORM

COMPARE LEGENDS WITH JOURNAL FOR CONSISTENCY

15. FIRST DRAFT: CITATIONS

RE-READ THE PAPERS CITED
RE-READ YOUR OWN PAPERS
CORRECT TEXT TO AGREE WITH PAPERS
MAKE SURE THE CITED WORKS ARE RELEVANT
KEEP QUOTES IN CONTEXT

INSERT "(SIC)" IF ORIGINAL MISPELLED

OR MISUSED

ADDITIONS ARE ENCLOSED IN SQUARE BRACKETS
DELETIONS ARE INDICATED BY "..."

REDUCE NUMBER OF ABBREVIATIONS/FOOTNOTES

16. FIRST DRAFT

HAVE THE FIRST DRAFT TYPED

MAKE A SPARE COPY

NUMBER AND DATE THE PAGES

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17. FIRST DRAFT: REVISIONS (AFTER TEN DAY WAIT)

USE JOURNAL'S STYLE MANUAL

VERBS

SINGULAR/PLURAL AGREEMENT

TRY TO USE ACTIVE VOICE

PRONOUNS

UNAMBIGUOUS REFERENT

AVOID USE OF "IT"

VERBOSITY AND POMPOSITIVITY

SIMPLE, CLEAR, DIRECT SENTENCES

MORE THAN 40 WORDS PER SENTENCE IS TOO LONG

USE COMMON, SHORT WORDS

KNOW THE MEANING OF EVERY WORD YOU USE

WEBSTER'S 3RD NEW INT DICT / SHORTER OED

18. / 19 SECOND DRAFT

RE-TYPE REVISIONS TO FIRST AS SECOND DRAFT
DISTRIBUTE SECOND DRAFT FOR COMMENTS TO

CO-AUTHORS

COLLEAGUES IN SIMILAR FIELD

FRIEND IN ANOTHER SCIENTIFIC AREA

DO NOT SEND THE SECOND DRAFT TO

SENIOR COLLEAGUE

INSTITUTIONAL REVIEW

JOURNAL

20. COMMENTS ON THE SECOND DRAFT

RESOLVE ANY SUBSTANTIAL PROBLEMS

21. FINAL FORM FROM SECOND (OR NTH) DRAFT

MAKE FINAL TITLE SHORT, ACCURATE, INFORMATIVE
AND UNDER 12 WORDS/**10** CHARACTERS
PROVIDE 'RUNNING HEAD' OF 45-60 CHARACTERS
PROVIDE INFORMATIVE NOT INDICATIVE ABSTRACT

250 WORDS

SUCCINCT FACTUAL STATEMENTS

SIMPLE STYLE FOR NON-SPECIALIST

NO REFERENCES, FORMULAE, TABLES

DO NOT ADD STATEMENTS NOT IN THE PAPER

PROVIDE INDEX TERMS ACCORDING TO JOURNAL POLICY

21.1 ASSEMBLY OF COMPLETE MANUSCRIPT: TITLE

START ON NEW PAGE

TITLE

AUTHORS

NAME/ADDRESS WHERE WORK WAS DONE

AUTHORS' NEW ADDRESS IF NEEDED

NAME/ADDRESS OF AUTHOR FOR EDITORIAL AND

REPRINT CORRESPONDENCE

21.2 ASSEMBLY OF COMPLETE MANUSCRIPT: ABSTRACT

START ON NEW PAGE

PUT INDEX TERMS AT BOTTOM

21.3 ASSEMBLY OF COMPLETE MANUSCRIPT: TEXT

NUMBER PAGES ON UPPER RIGHT CORNER

LIST AUTHOR OR RUNNING HEAD TOP OF EACH PAGE

CONSISTENT, CORRECT SPELLING

CONSISTENT, CORRECT HEADINGS

TEXT REFERS TO EACH AND EVERY TABLE/FIGURE

TEXT INDICATES MATHEMATICAL EXPRESSIONS IN LINE

MARGINAL NOTES FOR PLACEMENT OF FIGURES/TABLES

START MAJOR SECTIONS ON NEW PAGE

21.4 ASSEMBLY OF COMPLETE MANUSCRIPT: ACKNOWLEDGEMENTS

START ON NEW PAGE .

SHORT

CORRECT IN EVERY DETAIL (GRANT NUMBERS)

GET APPROVAL FROM THOSE MENTIONED

21.5 ASSEMBLY OF COMPLETE MANUSCRIPT: REFERENCES

REDO THEM IN THE JOURNAL FORM

START ON NEW PAGE

IF YOU DIDN'T SEE IT, **USE** "CITED BY ..."

NO REFERENCES **NOT** CITED IN THE TEXT

ACCEPTED FOR PUBLICATION OK TO INCLUDE

SUBMITTED FOR REVIEW NOT TO BE CITED

LIMITED CIRCULATION NEEDS 'HOW TO GET'

21.6 ASSEMBLY OF COMPLETE MANUSCRIPT: FOOTNOTES

START ON NEW PAGE OR PUT ON BOTTOM OF PAGE
IF JOURNAL REQUIRES

REDUCE NUMBER OF FOOTNOTES

21.7 ASSEMBLY OF COMPLETE MANUSCRIPT: TABLES

START NEW PAGE FOR EACH TABLE
ADD TO VERIFY TOTALS AND SUB-TOTALS
READ TITLES FOR CORRECTNESS / CONSISTENCY
NUMBER TABLES IN PROPER SEQUENCE
MARK TOP OF ALL FIGURES

22 REFERENCES IN COMPLETE MANUSCRIPT

PUT INTO EXACT FORM OF JOURNAL

CHECK TEXT AGAINST REFERENCE LIST

CHECK REFERENCE LIST AGAINST TEXT

23. RETYPE AND RECHECK--PENULTIMATE VERSION

DOUBLE SPACE EVERYTHING

HAVE SOMEONE READ IT TO YOU (ERRORS?)

24. FINAL CRITICISM

SENIOR COLLEGE
INSTITUTIONAL REVIEW

25. FINAL VERSION

GOOD PHYSICAL APPEARANCE IMPORTANT

26. SUBMITTING FINAL VERSION TO JOURNAL

SHORT COVER LETTER

COPIES OF YOUR PREVIOUS RELATED WORK

IDENTIFY CATEGORY FOR YOUR PAPER

YOUR ADDRESS AND TELEPHONE NUMBER

APPROVAL OF ETHICS COMMITTEE/HUMAN USE COMMITTEE
COPYRIGHT RELEASES

27. RECHECK FOR COMPLETENESS

ALL PAGES/TABLES/FIGURES PRESENT

SEND 'RIBBON COPY' PLUS COPIES

KEEP A COMPLETE SET FOR YOURSELF

(SELF-ADDRESSED POST CARD)

DO NOT SEND TO SECOND JOURNAL FOR 6 WEEKS

CHECK LIST BEFORE MAILING

27.1 FINAL CHECK LIST

NUMBER PAGES CONSECUTIVELY
FREE STANDING UNDERSTANDABLE TABLE HEADINGS
TABLES NUMBERED CONSECUTIVELY
EVERY TABLE REFERENCED IN TEXT
TABLE PLACEMENT INDICATED BY MARGINAL NOTES
CITATIONS ARE IN REFERENCE LIST
ALL REFERENCES ARE CITED IN THE TEXT
REFERENCES AGREE WITH ORIGINAL
ILLUSTRATION LEGENDS ON SEPARATE PAGE
ILLUSTRATIONS NUMBERED SERIALLY, REFERENCED
ILLUSTRATIONS LOCATED BY MARGINAL NOTES
FOOTNOTES PRESENT AND REFERENCED
TITLE, ABSTRACT, INDEX TERMS APPROPRIATE
SPECIAL JOURNAL REQUIREMENTS REVIEWED
COMPARE TO PREVIOUS THEN READ FOR 'FUN'

27.1(CONT) FINAL CHECK LIST

MAKE COPIES FOR AUTHORS, INSTITUTION

KEEP FILE COPY

ENCLOSE RELEASES

CHECK FOR ADDRESS FOR PROOFS ON TITLE PAGE

28. RESPONDING TO THE EDITOR

REJECTION

TOO SPECIALIZED/GENERAL--TRY ANOTHER JOURNAL
TOO LONG / NEEDS CHANGES-- MODIFY & TRY ANOTHER
UNSOUND/INCOMPLETE--WAIT FOR MORE DATA
MISREADING -- SLEEP ON IT BEFORE PROTESTING

REVISION REQUESTED

ACCEPTED

MAKE CHANGES IF YOU AGREE
JUSTIFY IF YOU DON'T AGREE
IDENTIFY ALL RESPONSES TO REQUESTS
CAN BE RECONSIDERED WITH MAJOR CHANGES
MAYBE A DIFFERENT JOURNAL IS BETTER

29. CORRECT THE PROOFS

RETURN IMMEDIATELY
READ GALLEYS (LISTENING TO ORIGINAL) FOR
NUMBERS IN TEXT
TABLES
ILLUSTRATIONS
LEGENDS
REFERENCES
SPELLING
MISSING/REPEATED SENTENCES/PARAGRAPHS
SUBHEADINGS
NUMBERING OF TABLES
ILLUSTRATIONS RIGHT SIDE UP
REDRAWING OF FIGURES
ADD ONLY "NOTE ADDED IN PROOF" AFTER TEXT
MAKE CORRECTIONS TO MINIMIZE DISPLACEMENTS

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29.1 MAKING CORRECTIONS TO THE PROOFS

MARK IN MARGIN AND IN THE LINE

USE CONTRASTING COLOR

CIRCLE INSTRUCTIONS THAT ARE NOT TO BE PRINTED

MARK EVERY OCCURRENCE OF CHANGES

LINE OUT QUESTION MARKS OF THE EDITORS IF OK

MARK BOTH SETS, INITIAL AND DATE

SAVE A COPY AND RETURN A COPY QUICKLY

DON'T LET REPRINT PURCHASE HOLD UP RETURN

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