

## Publishing and Editorial Office Appendix

The following are publishing- and editorial office–specific conventions and recommendations that generally do not affect authors, but might be useful information for others in the academic and scientific publishing community.

### Punctuation and Related Marks

- The following are characters used in various markup languages, such as Standard Generalized Markup Language (SGML), Hypertext Markup Language (HTML), and Extensible Markup Language (XML)

- Ampersand &

&ndash; [tag to display en dash]

- Angle brackets < >

<title> [tag for document title]      <p> [tag for paragraph]

- Exclamation mark !

<!DOCTYPE html> [tag identifies document type]

- Slash (virgule, oblique bar, oblique mark, oblique stroke, slant line, shilling mark, forward slash) /

<bold>      </bold> [tag for bold formatting]

- Hyphen -

- editorial offices should maintain a list of hyphenated terms used in their publications to ensure consistency in presentation

- Octothorpe (numeral, pound, or space symbol, hash mark) #

- “8 fields”; used by proofreaders and copy editors to indicate that a space should be added

- may be used by printers to specify the weight (in pounds) of 1,000 sheets of paper stock

- Paragraph mark (pilcrow) ¶

- used as a proofreader’s mark to indicate a paragraph

### Spelling, Word Formation and Division, Plurals, and Possessives

- Verbs ending in “ize” and “yze” or “ise” and “yse” and their noun derivatives
  - Preferences depend in part on etymology and pronunciation. The “ize” ending is widely used in both British and especially American English, but the “ise” form is also common in British usage. For verbs derived from “lysis”, British usage prefers the “yse” ending and American usage the “yze” form (e.g., “analyse” or “analyze” from “analysis”). For some

words, the “ise” form is universal, even if the word is pronounced with a “z” rather than an “s” sound (e.g., advertise, advise, compromise). Consult a standard dictionary to verify the preferred form of a verb and its noun derivative. **Because of the uncertainties of preferred usage and the absence of clear preferences for many of these words, a publishing house or journal office should develop its own list of preferences.**

- Word formation

- The rapid growth of knowledge in the sciences has generated many new terms and words. Some may be single words coined from Latin or Greek roots, but more often they are compound terms created from existing stem words or stem words combined into single words. Some originally compound terms have shifted to a single-word form, but many compound terms retain their original compound form. **Editorial offices should select a preferred standard dictionary, specify it to authors, and adhere to its recommendations.**

bloodstream	but	blood vessel
database	but	data flow
headphone	but	head shield

- Formations with nonhyphenated prefixes

- Many scientific terms are formed by the nonhyphenated addition of prefixes to stem words. In general, these prefixes do not stand alone as words; some are derivatives in an adjectival form. They indicate action, character, location, number, state, or time.
- Authors may confuse homonymic or near-homonymic prefixes. Such errors are often identified by spelling checkers of word-processing programs, but an editorial office may find it valuable to have its own compilation of frequently confused suffixes.

ante, anti:	antediluvian <i>not</i> antidiluvian	antifreeze <i>not</i> antefreeze
for, fore:	forward <i>not</i> foreward	foreword <i>not</i> forward

- Suffixes that are not words

- Many nouns and adjectives are formed by adding suffixes that are not complete words; these formations are not hyphenated. Some of these suffixes are similar to one another, and the words they form may be easily misspelled. Most misspellings that arise from confusion about correct suffixes will be caught by spelling checkers of word-processing programs. **However, editorial office may find it valuable to have its own compilation of frequently confused suffixes in words heavily used in its field.**

- Variant suffixes (“ic” and “ical”)

- Some word pairs ending in the suffixes “-ic” and “-ical” convey the same meaning. **Editorial offices may choose to select one version of all such**

**words, to select the preferred version of each individual term, or to allow for author preference.** The selected spelling should be consistent within a given document. Consult a dictionary to verify whether the words in a particular pair are synonymous.

etiologic, etiological  
 histologic, histological  
 microscopic, microscopical

- Other nouns with two plural forms
  - For other nouns, the two forms of the plural are identical in meaning. Regular and specialized dictionaries may suggest a preferred form, may indicate that either form is acceptable, or may list only one of the variants. In the list that follows, the first plural form is the variant recommended by this manual. **Authors, editors, and publishing houses should create their own lists of preferred forms.**

SINGULAR	PLURAL	SINGULAR	PLURAL
biceps	biceps, bicipes	hoof	hooves, hoofs
femur	femora, femurs	gladiolus	gladioli, gladioluses
thorax	thoraxes, thoraces		

- Confused and misused terms: homophones and near-homophones
  - Editorial offices should consider compiling lists of homophones frequently misused in their authors' texts.
- Bias-free usage
  - Editorial offices may find it useful to compile guidelines on bias-free usage that are especially relevant to their readerships.
- Excessive abbreviation
  - Editors concerned with whether their texts can be understood by nonspecialists should require substantial cuts in such practices, with removal of abbreviations where the context makes them unnecessary. If abbreviations are allowed, a list of definitions can be included at the beginning or end of articles or chapters to assist readers.
- Jargon
  - There are no simple rules for allowing or excluding jargon in formal texts. Editorial offices should develop and maintain their own lists of what is acceptable and what is not. These judgments should be made on the basis of the standard vocabularies of the readership: for example, "robust test" has a clear meaning to a statistician but might not be understood by readers of a journal of sports medicine.
- Transfer coinages
  - When such a coinage has an obscure meaning, an editor can sometimes decipher it by finding the apparent noun of origin in a dictionary of the author's native language and deducing the English equivalent.

- Solutions for these problems
  - English-language editors usually detect and correct most of the errors described above. However, an editorial office should record errors in vocabulary in its in-house style manual for future reference and correction.

## Capitalization

- Proper nouns
  - Use lowercase for truncated terms that eliminate the specifying element or elements and contain only a generic term, unless lack of capitalization would produce ambiguity in the particular context.

the hospital    the state        the institute

- A publisher may decide to capitalize these truncated forms or commonly used but unofficial forms, especially in publications intended for an internal audience or in news-type publications.

. . . the University's policy will be . . .

the Brundtland Commission [for the World Commission on Environment and Development, chaired by Harlem Brundtland ]

Welcoming Dr Pitt to the Laboratory were . . .

## Abbreviations

- General rules
  - Editorial offices should maintain a list of abbreviations frequently appearing in their publications, along with the contexts of appropriate and inappropriate use. When various forms of an abbreviation are correct, the list should specify one form as the journal's or publisher's preference. The list should also indicate forms that are not to be used. This list should form the basis for a list of acceptable abbreviations to be included in the journal's information for authors or the publisher's style manual supplied to authors.
- Scientific usage
  - Editors should control the use of scientific abbreviations in journals and books to balance readability of texts for nonspecialist readers against the need for economical use of pages, without impairing readability for specialists. For guidance, the following recommendations are offered:
    - 1) Abbreviations widely known throughout science, such as DNA for deoxyribonucleic acid, may be used in titles, abstracts, and text without definition. A helpful criterion for decisions on such use is whether the abbreviation has been accepted into thesauruses and indexes widely used for searching major bibliographic databases (e.g., the medical subject headings [MeSH] thesaurus of the National Library of Medicine; <http://www.nlm.nih.gov/mesh/>).

- 2) A list of abbreviations that can be used without definition in a specific journal should be included in the journal's instructions for authors.
- 3) Abbreviations not acceptable by criteria 1 and 2 above must not be used in titles and abstracts but may be used in text, tables, and illustrations if they are parenthetically defined at first use. However, if an abbreviation such as this is not needed more than a few (perhaps 3 to 5) times in the following text, it should not be used; the term it represents should be spelled out, or the text in which it appears should be rewritten to eliminate the need for abbreviation.
- 4) Editorial offices should maintain lists of abbreviations allowed by criterion 3, along with their definitions, so that use can be standardized within the journal and variant forms avoided.