

# I.A.P.P.P. STYLE GUIDE

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## I: Manuscript Preparation<sup>1</sup>

### 1. Font Size and Style

Use Times 14-point font throughout the manuscript.

### 2. Title

Set the title in all capitals, one inch below the top of the first page, centered, set in bold face with no underline.

### 3. Author information

3.1 The name and full mailing address of EACH author must appear on the first page of the article; on separate lines; centered; with each author's name set in bold face, two lines below the title. Set in bold with initial capitals. Please include email addresses, and web pages if applicable.

For example,

**John Smith**  
211 Chestnut St.  
Anytown, PA 19111  
Internet: jsmith@hotmail.com

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<sup>1</sup> Except where otherwise noted, this material is adapted and quoted from Guidelines for Authors, International Amateur-Professional Photoelectric Photometry Communications, (2000).

- 3.2 Professional affiliations or significant job titles should be included beginning one line under each author's name.

For example,

**John Smith**  
Project Coordinator  
Jones Labs  
1 W. Elm St.  
Anytown, PA 19111  
Internet: jsmith@hotmail.com

#### 4. Abstracts<sup>2</sup> and Introductions<sup>3</sup>

- 4.1 Abstracts are not necessary, but are accepted. Set the abstract heading in all capitals and center on the page. The abstract is an exception to all other headings in that it should not be indicated by a Roman numeral. The abstract should provide a brief description of your paper and contain no more than 250 words. Do not cite references in the abstract.
- 4.2 Set the introduction in all capitals; center on the page, beginning two lines below the abstract. Number the introduction using roman notation. Although the introduction should be brief, for clarity it should contain the following elements:
- a) A clear description of the subject of the paper.
  - b) The scope of coverage of the subject including whether or not the work is theoretical or experimental.
  - c) The purpose of the work.

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<sup>2</sup> Adapted from the Astrophysical Journal Instructions to Authors, section 1.5, (no date available).

<sup>3</sup> Adapted from The American Institute of Physics Style Manual, Fourth Edition, p.4, (1990).

- d) Some indication of the organization and length of the paper.

## 5. Headings

- 5.1 Set major headings in all capitals, centered on the page, and consecutively numbered using roman notation, no underline.

## 6. Running Heads

- 6.1 Do not use a running head on the first page of the article.
- 6.2 Beginning on the third page, use the Microsoft Word™ header command to set each author's name in bold, flush left in all capitals, one inch from the top of each verso (left handed) page.
- 6.3 Using the Microsoft Word™ header command, set the title of the article in bold face, flush right in all capitals on all verso (right handed) pages.

## 7. Paragraphs

- 7.1 Indent paragraphs five spaces

## 8. Acknowledgements<sup>4</sup>

- 8.1 Set acknowledgment in heading in all capitals, two lines below the conclusion. Acknowledgments should be brief, and limited to those who made significant contributions to the work.

## 9. References<sup>5</sup> and Citations

- 9.1 Citations in the Text

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<sup>4</sup> Adapted from the American Institute of Physics Style Manual, Fourth Edition, p4, (1990).

<sup>5</sup> The Astrophysical Journal Instructions to Authors, section 1.11 (2000).

- a) Parentheses are used to isolate references.

For example,

The full details of the theory are available elsewhere (Hardie 1962).

- b) However, if the author's name is part of the sentence, only the year of the reference is within the parentheses.

For example,

The full details of the theory are dealt with in Hardie (1962).

## 9.2 Footnotes

- a) Footnotes are not used for citations.
- b) We follow the guidelines in the Astrophysical Journal Instructions to Authors, which strongly discourages the use of footnotes.

## 9.3 Reference List

- a) The reference list heading should be set in all capitals, two lines below the acknowledgements section. All sources cited in the text must be included in the reference list.
- b) Put references in alphabetical order, beginning with the last name of the first author followed by first author's first name and middle initial, and so on for each subsequent author. Papers with two authors should be separated by a comma; insert the

word "and" between the names of the first and second authors.

For example,

Hall, Douglas S., and Genet, Russel M.

- c) When citing papers by more than two authors, insert a semicolon between the end of each author citation and the beginning of the next author citation.

For example,

Hall, Douglas S.; Genet, Russel, M., and Webb, John F.

- d) Papers with more than eight authors, list the last name and first initial of the first author only, followed by a comma and "et al."

For example,

Hall, Douglas S., et al.

- e) Reference entries should take the following forms. In all cases, there should be a space between initials or the first name of the author, a comma and the word "and" before the last author.

- f) If the reference is from a book, insert a semicolon following the name of the last author; then the title of the article or book; the name of the publisher; the year of publication, and the page numbers.

For example,

Henden, Anne A., and Kaitchuck, Ronald H.; *Astronomical Photometry*; Van Nostrand Reinhold Company Inc.; 1982; pp. 256-259.

- g) If the reference is from a journal article, insert a period after the citation of the last author; insert the year, followed by a comma; the name of the journal; the volume number, followed by a comma, and the page numbers.

For example,

Li, Fraser, and Webster, Menk. 1998, *Journal of Geophysical Research*, 103, pp. 2343-2358.

## 10. Page Numbers

- 10.1 Place numbers bold and centered at the bottom of each page.

## 11. Equations

- 11.1 Place equations centered and numbered consecutively, enclosed in brackets in the right hand margin. For examples and more details, please see section 19.

## 12. Figures and Drawings

- 12.1 Figures must be numbered and appear in consecutive numerical order in the body of the text.
- 12.2 Computer programs must be submitted in letter quality, camera-ready form. Do not exceed 6.5-inches in width, or 8.5-inches in height.

- 12.3 Each figure must be mentioned in the body of the text at least once. The first mention of the figure number one **MUST** precede the initial mention of figure number two.
- 12.4 Provide captions for each figure. In the caption, the word **FIGURE** must be set in all capitals followed by the numeral that identifies the figure.
- 12.5 Each figure should be submitted on a separate sheet in camera-ready form. Send two copies of each original.
- 12.6 If a figure consists of more than one illustration on a single page, the caption should identify each illustration beginning at the top center of the page, followed by the portions of the figure that appear from left to right at the bottom of the page. An example follows on the next page (figures 1-4).
- 12.7 Drawings must be in **BLACK** ink on a clean white background.
- 12.8 Drawings should not exceed 6.5 inches in width and 7.5 inches in length.
- 12.9 You must send two copies of any **DRAWING** if you want us to consider for use on the journal cover.
- 12.10 Each drawing should be submitted on a separate sheet in camera-ready form. Send two copies of each original.

### 13. Photography

- 13.1 Photographs must be numbered consecutively; captions should be provided.
- 13.2 Medium contrast black and white photographs reproduce better than color.
- 13.3 Originals should not exceed 6.5-inches in width and 7.5 inches in length.

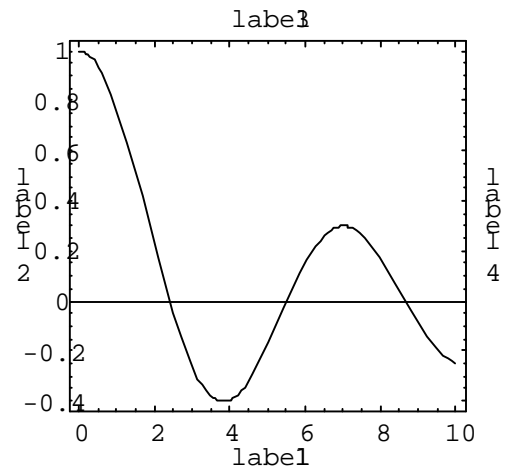


FIGURE 1 & FIGURE 2: Plots of zero and first order Bessel functions.

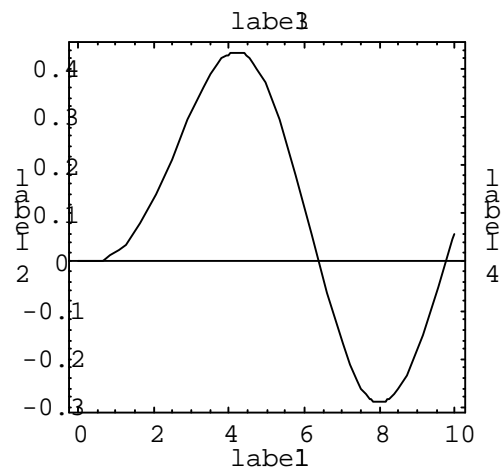
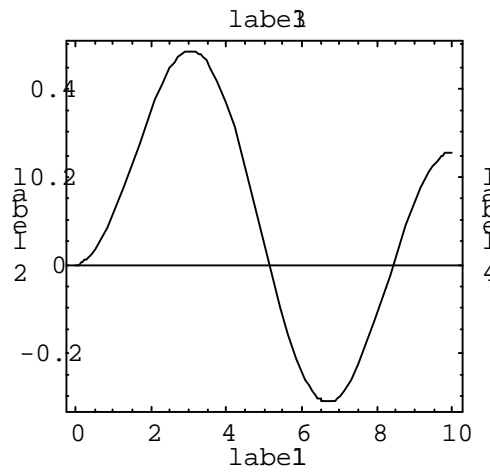


FIGURE 3 & FIGURE 4: Plots of second and third order Bessel functions.

You must send two copies of any PHOTOGRAPH if you want us to consider it for use on the journal cover.

- 14.1 Tables must be numbered, have a descriptive heading and be cited by consecutive numbers in the body of the text.

**TABLE 1**

Coefficient error estimates according to two methods. Both methods gave  $T = 0.71647$ ,  $T = 0.56698$ ,  $T = 0.46077$ ,  $T = -$

method	$\Delta_{vr}$	$\Delta_{vi}$	$\Delta_{ri}$	$\Delta_r$
jackknife		0.0231612	0.0209414	
regression	0.054763		0.014062	0.082252

Each table must be mentioned in the body of the text at least once. The first precede the initial mention of table number two.

- 14.3 ed on a separate sheet in camera-ready form. Send two copies of each original.

- 15.1 Submit all manuscripts in American Standard English.

American Standard English must be reliably translated PRIOR to submission.

Bessel filters were used to measure the COLOR index.

Not,

Bessel filters were used to measure the COLOUR index.

For example,

The CENTER of mass of a binary system moves with constant velocity.

Not,

The CENTRE of mass of a binary system moves with constant velocity.

## 15.2 Biased language should be avoided whenever possible.

a) Authors should use the singular *they* rather than the gender-specific pronouns *she* and *he*.

For example,

If a person wants to deliver a professional presentation, THEY must rehearse.

Not,

If a person wants to deliver a professional presentation, HE must rehearse.

## 16. Units<sup>6</sup>

16.1 Use of base units is strongly encouraged. See TABLE 2 for some more common base units

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<sup>6</sup> Adapted from National Institute of Standards and Technology, Publication 330, p.5 (1991).

**TABLE 2**Base units<sup>7</sup>

<b>Quantity</b>	<b>Name</b>	<b>Symbol</b>
length	meter	m
mass	kilogram	kg
time	second	s
distance	parsec	pc
absolute temperature	kelvin	K

16.2 Physical units must be abbreviated according to the standards in the National Institute of Standards and Technology's publication 330. The following general principles are listed in that publication:

- a) Use Times 14-point font (upright), lower case for unit symbols. If the symbol is derived from a proper name, the first letter of the name must be in upper case.

Examples:

- 1) The abbreviation for centimeters is cm. Thus, one would write,

The telescope had a 200 cm focal length.

- 2) The unit of absolute temperature is the kelvin, named after Lord Kelvin. Thus, one would write,

The temperature of this star is estimated to be 5000 K.

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<sup>7</sup> Adapted from National Institute of Standards and Technology, Publication 330, p.5 (1991).

- 3) Also note that temperature units must not include a “degrees” sign. One does not write 5000 K<sup>o</sup>, but rather 5000 K
- 4) One important exception to the lower-case rule is the astronomical unit, which is abbreviated AU.

For example,

The peak amplitude of the sinusoid corresponds to a radius of 0.43 AU.

- b) The case of a unit symbol is unaltered by a metric prefix. Thus the statement,

The dark current was 5 mA at 20 C,  
refers to a dark current of five milliamperes.

- c) Unit symbols are unaltered in the plural.

For example,

1 cm, 2 cm, 3 cm

- d) Note that unit symbols are not followed by a period.

For example, the following usage is improper,

A 10 cm. focal length mirror was used.

- e) Units derived from a ratio of fundamental units may use the simple backslash, (the solidus, /) or negative exponents:

m/s , km/s,  $m s^{-1}$ , or  $km s^{-1}$

In complicated cases, the use of exponents is preferred:

$m^3 kg^{-1} s^{-2}$

- f) Right ascension and declination should be given in the form

$1^h 02^m 3^s .45$  and  $45^\circ 50' 55'' .5$

## 17. Abbreviations and Acronyms<sup>8</sup>

17.1 Journals - we recommend the following acronyms for frequently cited journals (See TABLE 3).

**TABLE 3**

Journal Acronyms<sup>9</sup>

<b>Journal Title</b>	<b>Acronym</b>
Astronomy and Astrophysics	A&A
Astronomy and Astrophysics Supplement Series	A&AS
Astronomical Journal	AJ
Astrophysical Journal	ApJ
Astrophysical Journal Supplement	ApJS
Astrophysics and Space Science	Ap&SS
Annual Review of Astronomy and Astrophysics	ARA&A

<sup>8</sup> From the Astrophysical Journal Instructions to Authors, section 1.2, (2000).

<sup>9</sup> The Astrophysical Journal Instructions To Authors, Section 1.11.2, (2000).

- 17.2 Acronyms and abbreviations should be spelled out the first time they are used unless they are common throughout the discipline. Terms defined in the abstract should be defined independently in the main text.

For example,

The Magdalena Ridge Observatory (MRO) will couple adaptive optics with interferometry.

## 18. Dates

- 18.1 Dates should be written in the following order: year, month, day.
- 18.2 Months should be abbreviated with no period.

For example,

Observations of 929 NGC galaxies during the period 1994 Oct 4 - 1997 Apr 15 yielded three supernova detections, all of which were first reported by other projects.

## 19. Mathematics

- 19.1 In documents involving a minimum of mathematics, (for example, numbers, numbers involving physical units, a few very simple equations or other symbols), the author may use the format menu and other standard text tools to format mathematics.

For example, in a manuscript not involving substantial mathematics, the sentence:

Imagine a collection of measurements  $\{x_1, x_2, \dots, x_n\}$  of some quantity,  $x$ .

is an acceptable alternative to:

Imagine a collection of measurements  
 $\{x_1, x_2, \dots, x_n\}$  of some quantity,  $x$ .

- 19.2 If substantial mathematics is involved, mathematical expressions should be entered using Microsoft Word™ Equation Editor.

An example of an expression that would be considered substantial mathematics is:

$$s = \left[ \frac{1}{n(n-1)} \sum_{j=1}^n (x_j - \bar{x})^2 \right]^{1/2}$$

- 19.3 If a manuscript involves substantial mathematics, subscripts must be done with the equation editor rather than using the format menu.

For example,

$$\{x_1, x_2, \dots, x_n\}$$

Rather than,

$$\{x_1, x_2, \dots, x_n\}$$

- 19.4 For consistency, if the equation editor is used, it must be used to refer to mathematical symbols that appear in equations.

For example, if the equation editor is used for the presentation of out-of-text equations, text should read,

Imagine a collection of measurements  $\{x_1, x_2, \dots, x_n\}$  of some quantity,  $x$ .

Not,

Imagine a collection of measurements  $\{x_1, x_2, \dots, x_n\}$  of some quantity,  $x$ .

- 19.5 Mathematical equations must be numbered consecutively in the right hand margin.

The following equation is properly numbered:

$$s = \left[ \frac{1}{n(n-1)} \sum_{j=1}^n (x_j - \bar{x})^2 \right]^{1/2} \quad (1)$$

- 19.6 Numbers

- a) Ordinal numbers should be spelled out.

For example,

first, second, third.

- b) Cardinal numbers that are associated with physical units may be expressed as standard notation.

For example,

2 cm

- c) Cardinal numbers between one and ten should be spelled out if they are written as part of the text.

For example,

The existing program has yielded over three years of color four color Photometry of the eight Hipparcos Long Period Variable Stars.

Not,

The existing program has yielded over 3 years of color 4 color Photometry of the 8 Hipparcos Long Period Variable Stars.

## II: Format for Manuscripts<sup>10</sup>

1. Manuscripts will be accepted on diskette. Either 3.5-inch PC or Macintosh™ format is acceptable.
2. Label your diskette including your name, and the title of the manuscript.
3. You must provide a paper copy of the manuscript with a short description of the word-processing program used.
4. We can accept files in most formats, but we prefer Microsoft Word97™ or later in PC or Macintosh™ format.
5. If you provide a self-addressed mailer with return postage, your diskette will be returned following the publication of your paper.
6. Manuscripts and letters to the editor can be also be submitted via electronic mail to the International Amateur-Professional Photoelectric Communication Editor. Direct electronic mail to:  
Terry D. Oswalt  
oswalt@luyten.astro.fit.edu
7. A hard copy of all manuscripts must be submitted via regular mail on 8 1/2 by 11 standard bond paper before publication can be scheduled. These are used to verify the accuracy and completeness of the electronic copy.

## III: Manuscript Review<sup>11</sup>

1. Manuscripts will be externally reviewed only at the request of the submitting author.

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<sup>10</sup> Adapted from International Amateur-Professional Photoelectric Communication, (2000).

<sup>11</sup> From International Amateur-Professional Photoelectric Communication, (2000)

2. The cost of manuscript review is \$5 per page for I.A.P.P.P. members and \$10 per page for non-members. Please pay these charges in U.S. dollars. These fees help defray additional editorial and production costs.
3. Externally reviewed papers will be designated by a "reviewed" date following the usual "received" date on the title page.
4. Individuals who are willing to serve as reviewers may contact the editor. See the Editorial in IAPPP Communications 55, p.69 for details.

#### **IV: Proof Sheets and Reprint Orders**

1. Proof sheets will be sent to authors prior to publication of a submitted article (preferably by FAX), along with a quote for reprints.

**Acknowledgements:**

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Finally, I want to express my sincere appreciation to Jennifer Castleberry of the Teaching, Learning and Technology Center at Texas Tech University for her advice and help in creating the electronic file for this document.

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**References:**

American Institute of Physics Style Manual, 4th edition, (1990).

The Astrophysical Journal Instructions to Authors, (2000).

International Amateur-Professional Photoelectric Photometry Communications, Guidelines for Authors, (1999).

United States Department of Commerce, National Institute of Standards and Technology, The International System of Units (SI), Publication 330, (1991).

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