

Manuscript formatting

If you wish to have Allen Press staff provide manuscript formatting only, your manuscripts must be copyedited before submission to Allen Press. The cost of manuscript formatting is included in the per-printed-page typesetting price and is a standard service. Allen Press will mark the following items on your manuscript:

- Type size
- Line length
- Typeface
- Very simple style considerations, such as proper formatting of heads, left and right running head, copyright line, title, authors and affiliations, footnotes, headings, figure captions, and tables

Style markup

Style markup is a step beyond manuscript formatting. Allen Press will read the manuscript for specific style points, but not for content. All copyediting will need to be taken care of before Allen Press receives the manuscript. If you choose to have Allen Press provide style markup for your journal, there will be an additional charge per double-spaced manuscript page. We will stylemark the following items on your manuscript:

- Use of italics
- Use of commas and periods in certain kinds of abbreviations (such as i.e. and e.g.)
- Technical style markup for certain symbols and abbreviations
- Alphabetization of reference listings
- Style of headings, figure captions, and tables
- Time and date
- Units of measure

Copyediting

In addition to the activities listed under “Style markup,” Allen Press copy editors will mark the manuscript in detail. The editorial office need not mark the manuscript at all except for corrections done during the peer review process. There is an additional charge for copyediting per double-spaced manuscript page. The copyediting area will generate a detailed style sheet per the appropriate copyediting level, standard or technical, and will do the following:

Standard

- Edit all text, including figure legends, headers, footers, references, and tables to conform to journal style (e.g., acronyms, abbreviations, technical style, geographical terms, Latin nomenclature)
- Edit capitalization, grammar, punctuation, mechanics, spelling (including use of American and British spelling), syntax, and style and tense consistency
- Edit for clarity and conciseness of language, but query if changes will be substantial
- Edit obvious awkward wording, wrong word choices, and vague language, but query if changes will be substantial
- Edit run-in and display lists for consistency within an article and query if necessary
- Check overall organization and transition between words, sentences, and paragraphs and query if necessary
- Check cross-references to figures, sections, and tables (e.g., number of callouts equals number of figures and tables) and query if necessary

- Check numbering of tables and figures and query if necessary
- Check figure captions against figure callouts (e.g., A versus a, B versus b) and query if necessary. If figures are supplied, check figure captions and callouts against figure labels.
- Check consistency in style and presentation of in-text and display math and query if necessary
- Check for missing or incorrect information in references and query if necessary
- Ensure that all in-text citations are listed in literature cited and vice versa and query if necessary

Technical

- All elements of standard copyediting
- Make and query amendments (e.g., deletions, expansions, re-ordering of passages) that would improve the coherence, logic, and organization of the text
- Edit and query if necessary nonstandard English in articles by authors whose first language is not English
- Conduct the necessary research (e.g., PubMed, BioOne, CrossRef, Google) to correct obviously incomplete or nonstandard references and in-text citations and query if necessary
- Renumber or reformat reference list and corresponding in-text citations if necessary
- Check and query the accuracy of questionable dates, place names, proper names, and titles
- Check and query for consistency in the style and language of scientific and technical content
- Rekey math and chemical equations as MathType or Microsoft Word characters. (In-line math and chemical equations must be rekeyed as Microsoft Word characters; display math and chemical equations and in-line stacked math and chemical equations must be rekeyed as MathType.)