

TABLE OF CONTENTS

Preface vii

Acknowledgments xiii

PART 1 PUBLISHING FUNDAMENTALS

CHAPTER 1 ... Elements of a Scientific Publication 3

CHAPTER 2 ... Publication Policies and Practices 8

CHAPTER 3 ... The Basics of Copyright 29

PART 2 GENERAL STYLE CONVENTIONS

CHAPTER 4 ... Alphabets, Symbols, and Signs 51

CHAPTER 5 ... Punctuation and Related Marks 59

CHAPTER 6 ... Spelling, Word Formation and Division, Plurals, and Possessives 81

CHAPTER 7 ... Prose Style and Word Choice 97

CHAPTER 8 ... Names and Personal Designations 120

CHAPTER 9 ... Capitalization 130

CHAPTER 10 ... Type Styles, Excerpts, Quotations, and Ellipses 141

CHAPTER 11 ... Abbreviations 151

CHAPTER 12 ... Numbers, Units, Mathematical Expressions, and Statistics 157

CHAPTER 13 ... Time, Dates, and Age Measurements 192

CHAPTER 14 ... Geographic Designations 200

PART 3 SPECIAL SCIENTIFIC CONVENTIONS

CHAPTER 15 ... The Electromagnetic Spectrum 213

CHAPTER 16 ... Subatomic Particles, Chemical Elements, and Related Notations 220

CHAPTER 17 ... Chemical Formulas and Names 228

CHAPTER 18 ... Chemical Kinetics and Thermodynamics 276

CHAPTER 19 ... Analytical Chemistry 284

CHAPTER 20 ... Drugs and Pharmacokinetics 288

CHAPTER 21 ... Genes, Chromosomes, and Related Molecules 297

CHAPTER 22 ... Taxonomy and Nomenclature 374

CHAPTER 23 ... Structure and Function 411

CHAPTER 24 ... Disease Names 431

CHAPTER 25 ... The Earth 436

CHAPTER 26 ... Astronomical Objects and Time Systems 467

PART 4 TECHNICAL ELEMENTS OF PUBLICATIONS

CHAPTER 27 ... Journal Style and Format 485

CHAPTER 28 ... Published Media 520

CHAPTER 29 ... References 547

CHAPTER 30 ... Accessories to Text: Tables, Figures, and Indexes 650

CHAPTER 31 ... Typography and Manuscript Preparation 677

CHAPTER 32 ... Proof Correction 686

Bibliography 699

Index 709