### IMA Style Guide

#### FRONT MATTER

<table>
<thead>
<tr>
<th>Left running head (lrh)</th>
<th>Style</th>
<th>All caps; initials, surname and suffix if any; &quot;ET AL.&quot; used for &gt;2 authors, for a two-authored paper, the and is used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>M. E. SMITH ET AL.</td>
<td>M. E. SMITH AND I. JONES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Right running head (rrh)</th>
<th>Style</th>
<th>All caps short title of the paper</th>
</tr>
</thead>
</table>

#### Article type

<table>
<thead>
<tr>
<th>Article Title</th>
<th>Style</th>
<th>In bold; upper case for proper names and first letter only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capitalization (after colon or Em dash)</td>
<td>Not capitalized</td>
<td></td>
</tr>
<tr>
<td>Capitalization (after hyphen)</td>
<td>Not capitalized</td>
<td></td>
</tr>
<tr>
<td>Capitalization (prepositions)</td>
<td>Not capitalized</td>
<td></td>
</tr>
<tr>
<td>Capitalization (others)</td>
<td>Only proper nouns and capped variables</td>
<td></td>
</tr>
<tr>
<td>Abbreviations</td>
<td>Follow author</td>
<td></td>
</tr>
<tr>
<td>Numbers</td>
<td>One to nine spell out, others in numerals</td>
<td></td>
</tr>
<tr>
<td>Genus species</td>
<td>Italics</td>
<td></td>
</tr>
<tr>
<td>Years</td>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

| Placement | After the title |
| Style | Full caps and small caps |
| Name | Follow author |
| Degrees and Titles | Not given |
| Suffix | Allowed |
| Separators | Commas |
| **Layout** | Consecutive authors with the same affiliation are on the same line followed by the respective affiliation, and the same continues. Do not change the order of authors |
| **Affiliation designators** | No designator |
| **Corresponding Author** | Non-mathematical symbol such as † and ‡ should be used to indicate the corresponding author, corresponding author at a present address, or an Email. |
| **Designator separator** | None |
| **Designator order** | Superscripted symbols (†‡§¶║#) used |
| **Example** | See Appendix |

| **Corresponding Author** | Placement | Footnote |
| **Style** | Not essential if not provided by author |
| **More than 1 corresponding author** | |
| **State name (USA)** | NA |
| **Country name** | NA |
| **Telephone/Fax** | Not given |
| **Email** | Without hyphen; as footnote in lowercase |
| **Designator** | Superscripted symbol †‡§¶║# |
| **Journal specific examples** | †Email: wei@sdac.harvard.edu |
| | †Corresponding author. Email: wei@sdac.harvard.edu |
| **Other** | |

<p>| <strong>Affiliation</strong> | Style | In italics; complete address is given |
| <strong>Placement</strong> | After the author names |
| <strong>Elements</strong> | |
| <strong>Postal address</strong> | Complete address is required |
| <strong>State name (USA)</strong> | Postal codes of US states |
| <strong>Country name</strong> | USA; UK (do not use Scotland, Wales, England) |
| <strong>Separators</strong> | Comma |
| <strong>Designator</strong> | NA |</p>
<table>
<thead>
<tr>
<th><strong>Multiple affiliations</strong></th>
<th>Run on with an “and” before the last affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Present address</strong></td>
<td>Given as a footnote</td>
</tr>
<tr>
<td><strong>Journal specific example</strong></td>
<td>Appendix</td>
</tr>
</tbody>
</table>

**Dedication**

needs to be placed below the list of authors and above the Abstract.

**History**

<table>
<thead>
<tr>
<th>Placement</th>
<th>After the affiliations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Style</strong></td>
<td>[Received on 31 August 2004; revised on 22 October 2005; accepted on 24 October 2005]</td>
</tr>
</tbody>
</table>

**Abstract**

<table>
<thead>
<tr>
<th>Heading</th>
<th>Abstract not titled</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Style</strong></td>
<td>One paragraph</td>
</tr>
<tr>
<td><strong>Abbreviations</strong></td>
<td>Used if they appear more than once; spelled out at the first occurrence and abbreviated subsequently</td>
</tr>
<tr>
<td><strong>Genus species</strong></td>
<td>Italics, Abbreviate genus on second mention with a particular species</td>
</tr>
<tr>
<td><strong>Numerals</strong></td>
<td>Spell out one to nine</td>
</tr>
<tr>
<td><strong>Others</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Reference citation</strong></td>
<td>Author names, year, journal title, vol. no, page range; e.g. Barlos &amp; Jackobson (2005, <em>SIAM J. Numer. Anal.</em>, 4, 225–245). If it is an indirect citation and has been cited in text other than abstract, it should be deleted.</td>
</tr>
</tbody>
</table>

**Key Words**

<table>
<thead>
<tr>
<th><strong>Style</strong></th>
<th>Follow author on order of words, semicolon separator, period at the end</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
<td>Keywords: word; word; word.</td>
</tr>
</tbody>
</table>

**FOOTNOTES**

<table>
<thead>
<tr>
<th><strong>Style</strong></th>
<th><strong>Order</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affiliation</strong></td>
<td>NA</td>
</tr>
<tr>
<td><strong>Corresponding author</strong></td>
<td>Non-mathematical symbol and placed in title page</td>
</tr>
<tr>
<td><strong>Present address</strong></td>
<td>Non-mathematical symbols in title page</td>
</tr>
<tr>
<td><strong>Acknowledgement</strong></td>
<td>Last paragraph in the text.</td>
</tr>
<tr>
<td><strong>Other footnotes</strong></td>
<td>In-text footnotes</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HEADINGS

<table>
<thead>
<tr>
<th>Style</th>
<th>1st level</th>
<th>1. A level section (<strong>Introduction</strong>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd level</td>
<td>1.1 B level subsection (<strong>Cartesians theorems</strong>)</td>
<td></td>
</tr>
<tr>
<td>3rd level</td>
<td>1.1.1 C level subsubsection (<strong>And then there were none.</strong> [run on with text])</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Theorems, Lemmas, etc should be in Cap and small cap. Follow author in numbering of these, i.e., Theorem 1 or Theorem 2.1.</td>
<td></td>
</tr>
</tbody>
</table>

### GENERAL STYLE

<table>
<thead>
<tr>
<th>Spelling</th>
<th>UK</th>
<th>ize, izi, iza</th>
</tr>
</thead>
<tbody>
<tr>
<td>Style</td>
<td>Light edit</td>
<td></td>
</tr>
</tbody>
</table>

**Hyphenation**

- Prefixes that do not require hyphenation: Follow author and make consistent
- Prefixes that require hyphenation: Check **Concise Oxford Dictionary** and make consistent. “Non” words hyphenated.
- Do not hyphenate: Check **Concise Oxford Dictionary**
- Others: Introduce adjectival hyphens

**Dashes**

- En dash: For words of equal weight, ranges
- Em dash: For parenthetical phrases

**Commas**

- Serial commas: Not allowed
- Compound sentence comma: Do not insert
- Nonessential or nonrestrictive clause: Do not introduce
- Date: 24 October 2005
- Parenthetical reference citation: Yes
<table>
<thead>
<tr>
<th>Thousand separator</th>
<th>Make consistent if provided by author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory comma</td>
<td>Provide only if essential</td>
</tr>
<tr>
<td>Essential or restrictive clause</td>
<td>Do not introduce</td>
</tr>
<tr>
<td>Others</td>
<td>Do not use extraneous punctuation</td>
</tr>
</tbody>
</table>

### Capitalization

<table>
<thead>
<tr>
<th>After colon</th>
<th>Lowercase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variables</td>
<td>Follow author and make consistent</td>
</tr>
<tr>
<td>Experiment, Day, etc</td>
<td>Capitalize</td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

### Italicization

<table>
<thead>
<tr>
<th>Emphasis</th>
<th>Should be left as author has written</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variables and Statistical terms</td>
<td>Italics and make consistent</td>
</tr>
<tr>
<td>Multiletter variables</td>
<td>Roman</td>
</tr>
<tr>
<td>Others</td>
<td>Cartesian “C caps”</td>
</tr>
</tbody>
</table>

### Language

<table>
<thead>
<tr>
<th>Word list</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred words</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Quotation marks

<table>
<thead>
<tr>
<th>Style</th>
<th>Single quotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuation</td>
<td>Provide after closing single quotes if the punctuation is not part of the sentence in quotes.</td>
</tr>
</tbody>
</table>

### Latin terms

<table>
<thead>
<tr>
<th>Style</th>
<th>Italics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviations</td>
<td>e.g., i.e. (roman)</td>
</tr>
</tbody>
</table>

### Parentheses

Follow author

### Brackets

Follow author

### Slash

Follow author

### Genus species

<table>
<thead>
<tr>
<th>Style</th>
<th>Italics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of a sentence</td>
<td>Spell out genus</td>
</tr>
<tr>
<td>Common name</td>
<td>Follow author</td>
</tr>
<tr>
<td>Abbreviations</td>
<td>In the second occurrence, except in the beginning of a sentence</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lists</td>
<td>Hold author (but if single parenthesis is given, change it to double parentheses)</td>
</tr>
<tr>
<td>Display</td>
<td>Hold author (but if single parenthesis is given, change it to double parentheses)</td>
</tr>
<tr>
<td>In-text</td>
<td>Hold author (but if single parenthesis is given, change it to double parentheses)</td>
</tr>
<tr>
<td>Geography</td>
<td>USA</td>
</tr>
<tr>
<td></td>
<td>U.K.</td>
</tr>
<tr>
<td></td>
<td>U.S. States</td>
</tr>
<tr>
<td></td>
<td>Postal codes, except when these appear without the city, then spell out</td>
</tr>
<tr>
<td>Coordinates</td>
<td></td>
</tr>
<tr>
<td>Time and dates</td>
<td>Date 20 January 1999</td>
</tr>
<tr>
<td></td>
<td>Period 1997–1999</td>
</tr>
<tr>
<td></td>
<td>Time Follow author, but make consistent within an article</td>
</tr>
<tr>
<td>Style for different article types</td>
<td>Commentaries—Style NA</td>
</tr>
<tr>
<td></td>
<td>Teaching techniques NA</td>
</tr>
<tr>
<td></td>
<td>Editorial Article title as in regular articles</td>
</tr>
<tr>
<td></td>
<td>Article title as in regular articles</td>
</tr>
<tr>
<td></td>
<td>Author name at the end of the article, complete address is not essential</td>
</tr>
<tr>
<td></td>
<td>Book review Book details followed by reviewing author details</td>
</tr>
<tr>
<td>SOURCES OF MATERIALS</td>
<td>Style NA</td>
</tr>
<tr>
<td></td>
<td>Supplier name NA</td>
</tr>
<tr>
<td></td>
<td>Supplier location NA</td>
</tr>
<tr>
<td></td>
<td>Others NA</td>
</tr>
<tr>
<td><strong>ABBREVIATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Abbreviation</strong></td>
<td>First use</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td></td>
</tr>
<tr>
<td><strong>In Headings</strong></td>
<td></td>
</tr>
<tr>
<td><strong>At the beginning of sentence</strong></td>
<td></td>
</tr>
<tr>
<td><strong>In Figures</strong></td>
<td></td>
</tr>
<tr>
<td><strong>In Table</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Commonly used abbreviations</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Latin abbreviations</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Scientific abbreviations</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Chemical compounds</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Concentrations</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Plurals</strong></td>
<td></td>
</tr>
<tr>
<td><strong>State names</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Country names</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Organization Names</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Author names (one of us)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Names (other than the authors)</strong></td>
<td></td>
</tr>
</tbody>
</table>
No need to spell out
Do not abbreviate
Journal specific abbreviations independent and identically-distributed i.i.d.
Others Prof., Dr, PO Box (note no dots for Dr)

<table>
<thead>
<tr>
<th>TECHNICAL STYLE</th>
<th></th>
<th>Number style</th>
<th>Ordinals</th>
<th>Roman numerals</th>
<th>Fold words</th>
<th>Units of measure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Numbers less than 10</td>
<td>Style</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spell out, except for</td>
<td>First–ninth, 10th or more</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>values and numerals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>with units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Numbers greater than 9</td>
<td>Use numerals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use numerals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mixed series</td>
<td>Use numerals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Common fractions</td>
<td>Fractions should be left as</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>author supplied.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large numbers (starting</td>
<td>Follow author</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>with millions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consecutive numerical</td>
<td>Follow author</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>expression</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thousand separator</td>
<td>Follow author and make consistent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decimals</td>
<td>Provide leading zero</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SI Units Allowed
<table>
<thead>
<tr>
<th>Non SI Units</th>
<th>Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>h, min, s, day, week, month, year</td>
</tr>
<tr>
<td></td>
<td>Follow author either 12 or 24 hr clock, but make consistent</td>
</tr>
<tr>
<td>Temperature</td>
<td>5°C</td>
</tr>
<tr>
<td>Percentage</td>
<td>5%</td>
</tr>
<tr>
<td>Volume</td>
<td>5 ml or mL (follow author but make consistent in an article)</td>
</tr>
<tr>
<td>Weight</td>
<td>g, kg</td>
</tr>
<tr>
<td>Repetition of units</td>
<td>Do not repeat</td>
</tr>
<tr>
<td></td>
<td>5–10%, 5, 10 and 20%, 2 and 5 mg</td>
</tr>
<tr>
<td>Range</td>
<td>5–10 g</td>
</tr>
<tr>
<td>use of slashes, product dots etc.</td>
<td>Both allowed, but make consistent in an article</td>
</tr>
<tr>
<td>Centrifuge</td>
<td>Follow author but make consistent</td>
</tr>
<tr>
<td>Magnification</td>
<td>Times symbol closed up to numeral</td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
<tr>
<td>Hyphenation</td>
<td>Adjectival hyphenation of units is allowed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Greek character</th>
<th>Variables italic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistical style</td>
<td></td>
</tr>
<tr>
<td>Probability</td>
<td>Follow author and make consistent</td>
</tr>
<tr>
<td>Statistical variables</td>
<td>Italics</td>
</tr>
<tr>
<td>Standard deviation</td>
<td>Follow author</td>
</tr>
<tr>
<td>Tests</td>
<td>Follow author and make consistent</td>
</tr>
<tr>
<td>Abbreviations</td>
<td>Spell out at first occurrence and then use the abbreviation</td>
</tr>
<tr>
<td><strong>Math style</strong></td>
<td>Spacing</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Superscript and subscript</td>
<td>Stacked if both together are provided</td>
</tr>
<tr>
<td>Equations</td>
<td>Follow author</td>
</tr>
<tr>
<td>Inline equations</td>
<td>Integral, summation, etc limits are to given as side limits</td>
</tr>
<tr>
<td>Display equation</td>
<td>Integral has side limits, others have upper and lower limits</td>
</tr>
<tr>
<td>Coordinate</td>
<td></td>
</tr>
<tr>
<td>Transpose</td>
<td>&quot;\top&quot;;</td>
</tr>
<tr>
<td>Order</td>
<td>{\text{O}}</td>
</tr>
<tr>
<td>Ratio</td>
<td>5:3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Journal-specific style points</strong></th>
<th>Citation of sections</th>
<th>Section 2.1, Appendix A</th>
</tr>
</thead>
</table>
Equations

Essentially, please leave as author has written, in order to avoid mistakes. Authors can use the following formats:

1a, 1b, 1c
1, 2, 3
1.1, 1.2, 1.3

When cited in the text, leave the word "equation" or "Equation", when followed by an equation number, unchanged, unless the word "equation" before a formula number has been incorrectly used (e.g. the word "inequality" should have been used instead), in which case it should be corrected.

If a range of equations is cited, the range should be written as (1–3), not (1 to 3). Do not start a sentence with a symbol or number. E.g. rather than '(87) shows that...' change to 'Equation (87) show that...'
TABLES AND FIGURES

<table>
<thead>
<tr>
<th>Tables</th>
<th>Label</th>
<th>TABLE 1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caption</td>
<td>Run-on with table ID. Can have more than one sentence. No end period. Italics. Numbers should be in roman.</td>
<td></td>
</tr>
<tr>
<td>Legend</td>
<td>Allowed</td>
<td></td>
</tr>
<tr>
<td>Footnotes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undesignated</td>
<td>Allowed</td>
<td></td>
</tr>
<tr>
<td>Designated</td>
<td>†, ‡, §, ¶, ‖, #</td>
<td></td>
</tr>
<tr>
<td>Probability</td>
<td>Asterisk</td>
<td></td>
</tr>
<tr>
<td>Designator separator</td>
<td>Comma</td>
<td></td>
</tr>
<tr>
<td>Footnote order</td>
<td>As above</td>
<td></td>
</tr>
<tr>
<td>Column heads</td>
<td>Cap and lowercase</td>
<td></td>
</tr>
<tr>
<td>Stub column</td>
<td>Cap and lowercase</td>
<td></td>
</tr>
<tr>
<td>Other columns</td>
<td>Cap and lowercase</td>
<td></td>
</tr>
<tr>
<td>Dashes</td>
<td>Emdash</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abbreviations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Caption</td>
<td>Allowed. Need not define if already spelt out in text</td>
<td></td>
</tr>
<tr>
<td>In Body</td>
<td>Allowed</td>
<td></td>
</tr>
<tr>
<td>Footnote style</td>
<td>Follow author and make consistent in an article</td>
<td></td>
</tr>
<tr>
<td>Table citation</td>
<td>Table 1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Figure</th>
<th>Label</th>
<th>FIG. 1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caption</td>
<td>Run-on with figure ID. Can have more than one sentence. Period at the end.</td>
<td></td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Allowed. Need not define if already spelt out in text</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Citation</td>
<td>Fig. 1, Fig. 8(a–c), Figs 10–12. Figure 1 (spell out figure at the beginning of a sentence)</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>Figures should also be copy-edited. Compare symbols in figures with those in the text – check they are the same.</td>
<td></td>
</tr>
<tr>
<td>Scheme</td>
<td>Scheme 1</td>
<td></td>
</tr>
<tr>
<td>Photographs</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

**BACK MATTER**

<table>
<thead>
<tr>
<th>Acknowledgements</th>
<th>Style</th>
<th>One paragraph, one of the authors are given as closed-up initials without dots, plural according to context</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding</td>
<td></td>
<td>National Institutes of Health (CB5453961 to C.S., DB645473) to M.H.; Thingy Funding Agency (hfygr667789). Funding for open access charge: National Institutes of Health (CB5453961).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Funding agency written out in full, i.e. not NIH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Grant number in brackets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Multiple grant numbers separated by comma and space</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Agencies separated by semi-colon.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o No extra wording like 'Funding for this work was provided by ...'</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Where individuals need to be specified for certain sources of funding add 'to [author initials]'.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o No Funding information should be given anywhere else.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o This is also the new place for open access funding acknowledgements.</td>
</tr>
</tbody>
</table>
Note the new standard text for the open access funding sentence.

If this paragraph is not present in articles, please query the author but do not chase if nothing is forthcoming. Use the following query text: ‘Remember that any funding used while completing this work should be highlighted in a separate Funding section. Please ensure that you use the full official name of the funding body’

### Appendix

- **Style**
  - Appendix (no point)
  - Appendix A (no point)
  - Appendix A. title (point with title)
  - Appendix A. No pathogon

- **Placement**
  - After references

- **Theorem, etc**
  - EXAMPLE A1

- **Equations**
  - (A.1), (A.2), etc.

- **Table**
  - Table A1, Table A2, etc.

- **Figure**
  - Fig. A1

### REFERENCES

#### Heading

<table>
<thead>
<tr>
<th>Order</th>
<th>Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Alphabetical</td>
</tr>
<tr>
<td>Several works of same first author</td>
<td>Arrange by year</td>
</tr>
<tr>
<td>Single author</td>
<td>Arrange by article title</td>
</tr>
<tr>
<td>Single author, same year</td>
<td></td>
</tr>
<tr>
<td>Multiple author works</td>
<td>Alphabetize by second author name</td>
</tr>
<tr>
<td>Several works of two or more authors in same order</td>
<td>Arrange by year</td>
</tr>
<tr>
<td>Several works of two authors or more authors in same order, same year</td>
<td>Arrange by title</td>
</tr>
<tr>
<td><strong>Several works of authors with same surname</strong></td>
<td>Alphabetize by initials of first author</td>
</tr>
<tr>
<td><strong>Group authors (Agency, Association or Institution)</strong></td>
<td>Alphabetize</td>
</tr>
<tr>
<td><strong>Author designated as Anonymous</strong></td>
<td>Allowed</td>
</tr>
<tr>
<td><strong>No author</strong></td>
<td>By title</td>
</tr>
<tr>
<td><strong>Legal references</strong></td>
<td>Alphabetize</td>
</tr>
<tr>
<td><strong>Reference included in a meta-analysis</strong></td>
<td>NA</td>
</tr>
</tbody>
</table>

| **Author** | **Name style** | SMITH, M. |
| **Initials** | Spaced with dots | |
| **Suffix** | BENDSTEN JR, M. | |
| **et al.** | Italics | |
| **Separators** | Authors | Comma |
| **Surname and initials** | SMITH, M. | |
| **Initials and suffix** | JR, M. | |
| **Two authors** | SMITH, M. & BENDSTEN JR, M. | |
| **More than two authors** | SMITH, M., BENDSTEN JR, M. & SMITH, C. | |
| **Group author** | Follow author | |
| **No author** | NA | |
| **Provide all authors name.** | | |
| **Punctuation at end of element** | Full stop | |

| **Editor** | **Editor as author** | SMITH, M. & BENDSTEN JR, M. (eds) |
| **Name style** | SMITH, M. | |
| **Separators** | Comma | |

| **Publication date** | **General Style** | Follows the year |
Meetings; monthly magazines, newsletters, and newspapers

Dailies and Weeklies

- In press
  - If year is not provided then provide the current year and provide an update
- No date available
  - Query

Punctuation at end of element
- In parentheses

<table>
<thead>
<tr>
<th>Title of Article (journal and book) or Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>General style</td>
</tr>
<tr>
<td>Capitalization</td>
</tr>
<tr>
<td>Italicization</td>
</tr>
<tr>
<td>Reverse italics</td>
</tr>
<tr>
<td>Quotes</td>
</tr>
<tr>
<td>Additional information</td>
</tr>
<tr>
<td>Punctuation at end of element</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Journal (includes all periodicals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title style</td>
</tr>
<tr>
<td>Abbreviation</td>
</tr>
<tr>
<td>Volume number</td>
</tr>
<tr>
<td>No volume number</td>
</tr>
<tr>
<td>Issue number</td>
</tr>
<tr>
<td>Page range</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Book (includes all other nonperiodicals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title style</td>
</tr>
<tr>
<td>Capitalization</td>
</tr>
<tr>
<td><strong>Italicization</strong></td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td><strong>Reverse italics</strong></td>
</tr>
<tr>
<td><strong>Quotes</strong></td>
</tr>
<tr>
<td><strong>Additional information</strong></td>
</tr>
<tr>
<td><strong>Edition</strong></td>
</tr>
<tr>
<td><strong>Page range</strong></td>
</tr>
<tr>
<td><strong>Volume number</strong></td>
</tr>
<tr>
<td><strong>Publisher name</strong></td>
</tr>
<tr>
<td><strong>Publisher location</strong></td>
</tr>
</tbody>
</table>

**Example**


**Others**

Unpublished material Allowed
This issue
Electronic source (web site/web page)

**Journal-specific examples**

See Appendix

**Reference citation**

General style Smith & Jones (1994a,b); (Smith & Jones, 1994)
Single author Smith (1994a,b); (Smith, 1994)
ACRONYM Follow author
Two authors Smith & Jones (1994a,b); (Smith & Jones, 1994)
<table>
<thead>
<tr>
<th>Source Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three or more authors</td>
<td>Smith et al. (1994a,b); (Smith et al., 1994)</td>
</tr>
<tr>
<td>Same author(s) more than one citation</td>
<td>Smith &amp; Jones (1994a,b, 1999)</td>
</tr>
<tr>
<td>Same author(s) more than one citation, which includes “in press”</td>
<td>Smith &amp; Jones (1994a,b, 2006)</td>
</tr>
<tr>
<td>In press</td>
<td>Smith &amp; Jones (2006)</td>
</tr>
<tr>
<td>Unpublished data</td>
<td>J. S. Smith (unpublished data)</td>
</tr>
<tr>
<td>This study</td>
<td>J. S. Smith (personal communication)</td>
</tr>
<tr>
<td>Personal communication/personal observations</td>
<td>J. S. Smith (personal communication)</td>
</tr>
<tr>
<td>Table and Figure citation</td>
<td>Table 1; Fig. 2</td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX

J. P. WARD†
Department of Mathematical Sciences, Loughborough University, Loughborough
LE11 3TU, UK
J. KING AND R. SOCKETT‡
Division of Genetics, Queens Medical Centre, University of Nottingham, Nottingham,
UK
AND
P. WILLIAM§
Department of Mathematical Sciences, Loughborough University, Loughborough
LE11 3TU, UK
†Corresponding author
‡Corresponding author. Present address: Division of Genetics, Queens Medical
Centre, University of Nottingham, Nottingham, UK, address 2.
§Email: wei@sdac.harvard.edu

References

Journal article
PAMI, 14, 239–256.

Books

Chapters in books

Conference proceedings
Delete conference title if necessary, if published proceedings go under another title.
**Lecture series**

**Ph.D. Thesis**

**Technical Report**

**Lecture Notes**

**Editor as a Author**

**Monograph**

**In press**