

## AOSIS Publishing house style for authors

Manuscripts must adhere to the following guide before submission.

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## Language usage

### General elements

- **Quotations:** Use single quotation marks for quotations. For quotations within quotations, use double quotation marks. Quotations of more than 30 words are to be indented. Do not use quotation marks for indented quotations unless it is direct speech (e.g. interviewee responses).
- **En dashes and hyphens:** Use an en dash (i.e. extended hyphen that can be found in the Insert box under Symbols in Microsoft Word) in ranges of numbers and dates. Use hyphens only for words that are hyphenated.
- **Dates:** Format dates as '02 October 2006', except at the beginning of sentences where numerals and dates should either be spelt out or the sentence should be rearranged.
- **Percentage:** The per cent symbol (%) is used in conjunction with all numbers (e.g. 12%). Numbers that have been written out will appear with 'percent' (e.g. five percent). 'Percentage' is used in a general sense.
- **Numbers:** Numbers from one to nine must be written out. Numbers from 10 onwards, must be used as numerals, except at the beginning of a sentence.
- **Spacing and punctuation:** There should be one space (and not two) between sentences; one space before unit terms (e.g. 5 kg, 5 cm, 5 mmol, 5 days, 5 °C, etc.), but no space before the percentage symbol (%). Thousands and millions are marked with a space and *not* a comma (e.g. 1000, 1 000 000). Ranges are expressed with an extended hyphen (i.e. en dash), not with a short hyphen (e.g. 1990–2000).
- **Units:** The use of units should conform to the SI convention and be abbreviated accordingly. Metric units and their international symbols are used throughout, as in the decimal point (not the decimal comma), and the 24-hour clock.
- **Foreign language:** Foreign language words should be italicised, unless these words are part of normal usage. Consult the Oxford English Dictionary if in doubt.
- **Acronyms:** If a phrase with an established acronym or abbreviation is used and appears more than five times in your manuscript, please include the acronym or abbreviation in brackets after first mention of the phrase, and then use the acronym or abbreviation only. Please note that you should not define acronyms or abbreviations in any of your headings. If either has been used in your abstract, you need to define them again on their first usage in the main text.

### Sensitive and political terms

- **Race and ethnicity:** Try to avoid terms such as 'blacks' and 'whites'; use instead 'black *people*', 'white *people*', etc. 'Caucasian', 'Mongoloid', 'Negroid', etc. are generally to be avoided except in human population studies. 'Mixed race' is preferable to 'half-caste' or 'coloured'.
- **Disabilities:** Avoid using 'the disabled', 'the handicapped', and instead use 'people with disabilities not 'the disabled' or 'people with learning difficulties', not 'mentally handicapped'.
- **Disease**
  - Avoid health-determined categorisation.
    - Use 'people with diabetes'; not 'diabetics'.
    - Use 'people with cancer'; not 'cancer sufferers'.

- Use 'sexually transmitted infection (STI)' and not 'sexually transmitted disease (STD)'.
  - Avoid phrasing that dehumanises a patient. Many authors use case (instance of a disease) when they mean patient (i.e. the person or individual who is ill with the (disease)).
- **AIDS**
  - Ensure that 'AIDS' is used for the disease and 'HIV' for the virus, e.g. do not use 'AIDS carrier', 'AIDS positive', 'AIDS virus' or 'catching AIDS or HIV/AIDS' (avoid using the solidus here).
  - 'AIDS sufferer/victim' is inappropriate; use 'people with AIDS'.
  - Refer to 'people who practise high-risk activities' and not '*high-risk groups*'.
  - The expression 'full-blown AIDS' is unnecessary if the correct distinction has been made between HIV and AIDS.
- **Male versus Female**
  - 'Male' and 'female' are *adjectives*, so be careful to use them as such (i.e. a *male* patient and a *female* frog, but a 35-year-old *man*, a French *woman* and a group of 25 *men* and 35 *women*).
- **Sexuality:** Avoid the terms '*homosexual activities*' (if achievable within the manuscript's context, specify which activity is being referred to, especially when dealing with medical research.) Avoid using '*homosexuals*' (specify homosexual men or homosexual women).
- **Gender:** Use gender neutral nouns. Avoid the use of 'man' if not specifically referring to men; for example:
  - for 'man' use 'humans'
  - for 'man-kind' use 'the human race'
  - for 'man-power' use 'workforce'
  - for 'man-made fibre' use 'synthetic fibre'
- **'He/she', 'him/her' and 'his/hers':** For 'he/she', 'him/her' and 'his/hers' rather use 'he or she', 'her or him', 'his or hers' (without a solidus) or change to plural 'they'. Use inclusive pronouns: use 'he or she', or rephrase the sentence (rephrasing to the plural form often works):

✗ ... *Any observer* of changes in publishing technology will perceive that *he* has need of...

✓ ... *Observers* of... will perceive that *they* have...

Beware of referring to people with stereotypical pronouns (e.g. 'the doctor treated *his* patient'; 'the secretary tidied *her* desk').

- **Geography**
  - The terms *Third World*, *poor countries* and *underdeveloped countries* should be avoided.
  - *Developing or non-developed country/society* is better, but it is best to specify countries or regions instead.
  - *Western society* and *Western World* should only be used in relation to geography; otherwise, use *developed world/society* or, even better, specify the countries themselves or the region.

## Tables, figures and photographs

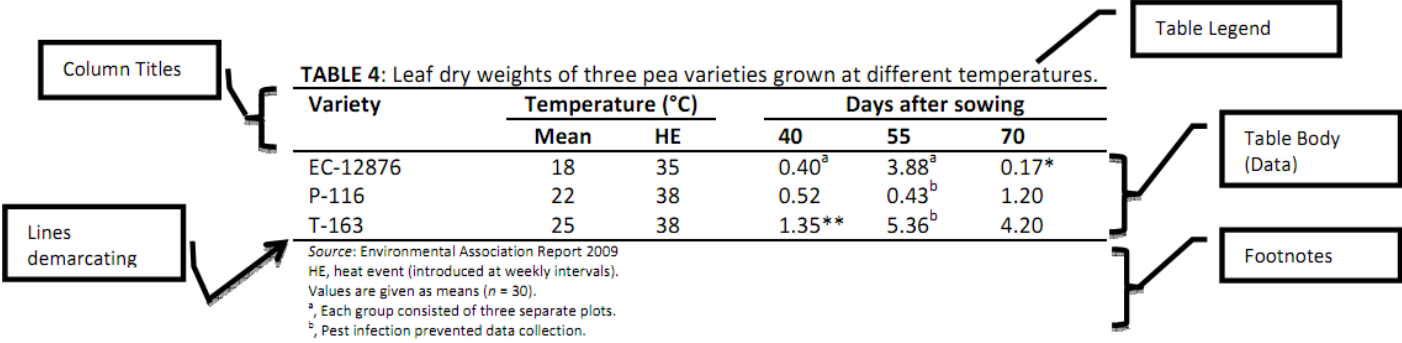
Tables should be in an Excel (.xls) format. Ensure that all personal identifying information is removed from the supplementary files as indicated in the provided instructions. All captions should be provided together on a separate page. Tables and figures should use numerical numbers.

- **Organise your visual presentation:** Once you have read through the analyses and decided how best to present each table or figure, think about how you will arrange them within the manuscript. The analyses should tell a 'story' that leads the reader through the steps needed to logically answer the question(s) that you as author are posing in the Introduction. The order in which you present the results can be as important in convincing the readers as what you actually are saying in the text.
- **How to refer to tables and figures in the text:** Every figure and table included in the paper *must* be referred to in the body of the text. Use sentences that draw the reader's attention to the relationship or trend you wish to highlight, referring to the appropriate figure or table only in parenthesis e.g.:
  - Germination rates were significantly higher after 24 h in running water than in controls (Figure 4).
  - DNA sequence homologies for the purple gene from the four congeners (Table 1) show high similarity, differing by at most 4 base pairs. (Avoid sentences that give no information other than directing the reader to the figure or table, e.g. Table 1 shows the summary results for male and female heights at Bates College.)
- **Abbreviation of the word 'Figure':** When referring to a figure in the text, the word 'figure' is never abbreviated as 'Fig.'; the same rule applies to the usage of 'table'. Both words are spelled out completely in descriptive legends.
- **How to number tables and figures:** Figures and tables are numbered independently, in the sequence in which you refer to them in the text, starting with Figure 1 and Table 1. If, in revision, you change the presentation sequence of the figures and tables, you must renumber them to reflect the new sequence.
- **The acid test for tables and figures:** Any table or figure you present must be clear, well-labelled, and described by its legend to be understood by your intended audience without reading the results section. That is, it must be able to stand alone and be interpretable. Overly complicated figures or tables may be difficult to understand in or out of context, so strive for simplicity whenever possible.
- **Descriptive legends or captions:** To pass the acid test above, a clear and complete legend (sometimes called a caption) is essential. Like the title of the manuscript itself, each legend should convey as much information as possible about what the table or figure intends to tell the reader:
  - the results that are being shown in the graph(s), including the summary statistics plotted
  - the organism studied in the experiment (if applicable)
  - a context for the results: the treatment applied or the relationship displayed, etc.
  - location (*only* if a field experiment)
  - specific explanatory information needed to interpret the results shown (in tables, this is frequently done as footnotes)
  - culture parameters or conditions if applicable (temperature, media, etc.)

- sample sizes and statistical test summaries, as they apply

Do not simply restate the axis labels with a ‘versus’ written in between.

Example: Figure 1: Height frequency (%) of White Pines (*Pinus strobus*) in the Thorncrag Bird Sanctuary, Lewiston, Maine, before and after the Ice Storm of 1998. Before,  $n = 137$ , after,  $n = 133$ . Four trees fell during the storm and were excluded from the post-storm survey.



**TABLE 4: Leaf dry weights of three pea varieties grown at different temperatures.**

Variety	Temperature (°C)		Days after sowing		
	Mean	HE	40	55	70
EC-12876	18	35	0.40 <sup>a</sup>	3.88 <sup>a</sup>	0.17*
P-116	22	38	0.52	0.43 <sup>b</sup>	1.20
T-163	25	38	1.35**	5.36 <sup>b</sup>	4.20

Source: Environmental Association Report 2009  
 HE, heat event (introduced at weekly intervals).  
 Values are given as means ( $n = 30$ ).  
<sup>a</sup>, Each group consisted of three separate plots.  
<sup>b</sup>, Pest infection prevented data collection.  
 \*,  $p < 0.05$ ; \*\*,  $p < 0.01$

Note: Questions frequently arise about how much methodology to include in the legend, and how much results reporting should be done. For laboratory reports, specific results should be reported in the results text with a reference to the applicable table or figure. Other than culture conditions, methods are similarly confined to the Methods section.

### Footnotes to tables, figures and photographs

Do not introduce footnotes in the body of the manuscript. Footnotes should be used as follows:

- Copyright and permissions to reproduce should be clearly stated.
- Notes about the table as a whole can be left unlinked (i.e. no linking letters or numbers or symbols) or linked to, for example, a relevant column heading.
- Notes about specific parts of the table should be linked using superscript lower case letters (preferred), superscript numbers or symbols.
- If lower case letters are used, it could be confused with the table data; use symbols or numbers instead.
- Do not make use of superscript numbers in parentheses (brackets).
- If an abbreviation is mentioned for the first time in a table (e.g. ‘CE’ in Table 1), it must be defined in a footnote to that table, (e.g. HE, Heat event (introduced at weekly intervals)).
- Asterisk footnotes are reserved for probability values in tables and usually signify the following values: \*,  $p \leq 0.05$ ; \*\*,  $p \leq 0.01$ ; \*\*\*,  $p \leq 0.001$ . The asterisk is often used in mathematics and should therefore be avoided as a footnote symbol.
- Footnote links should be placed after punctuation. The preferred order of footnote symbols in tables (which should be superscripted) is †, ‡, §, ¶ (these are doubled if more footnotes are needed, e.g. ††).
- When superscript numbers or letters are used in text, beware of potential confusion with other superscripts (e.g. 2 for ‘squared’).
- Footnotes should be in the following order:

- source notes
- other general notes
- notes on specific parts of the table (following the order in the table itself)
- notes on level of probability

### Guidance on submitting creatives electronically

Please supply images as the size intended for final publication. Resizing of images is time consuming and can result in loss of quality.

Supply your manuscript creatives in one of the following three preferred formats:

- **TIFF:** This is an image made up of pixels and is the most universal and most widely supported format across Windows and Mac platforms. Most graphics packages can save a file as a TIFF. The higher the resolution (i.e. the number of pixels) the sharper the final image.
  - Colour or greyscale photographic images: 300dpi
  - Line art or combination images: 600/900dpi
  - We would recommend using this format for photographic images.
- **EPS:** An EPS is essentially an envelope for holding text and images. Line art can be produced as an EPS (in Illustrator, for example). There are virtually no limits to scaling line art saved as an EPS. It can also contain TIFF images. However, please ensure that all fonts are embedded (that is, saved as outlines) and that line weights are not defined as hairline.
- **PDF:** This format is, again, like an EPS in that it is an envelope for holding different kinds of images and line art. Great care should be taken to ensure that fonts are embedded and that original images are at the correct size and resolution before being saved as a PDF. It is possible to save or export as TIFF or EPS from most graphics applications, just as it is possible to save direct to a PDF from most graphics packages by using a postscript printer driver. PDF creation packages (e.g. Acrobat Distiller) are also now widely available.

### Other file formats

- **JPEG:** A JPEG compressed TIFF is acceptable as long as the degree of compression is moderate. It is better to use a JPEG for online images as a good quality image is achievable even with a high degree of compression.
- **GIF:** A format suitable for images that contain few colours. Again, this should only be used for images intended for the web.
- We cannot guarantee the quality of images supplied in other formats.

### Colour:

- *Greyscale, CMYK, RGB.*
- **Greyscale** art should be saved in greyscale mode.
- **CyanMagentaYellowBlack** are the base colours used during the printing process.
- Any colour that is to appear in print must be in CMYK mode.
- **RedGreenBlue** are the colours used by monitors and default scanner settings. Any colour that is to appear online must be in RGB mode.

## Guidelines for Math

- Set display equations in MathType. Each display equation should be in its own MathType object. Each MathType object should contain the entire equation, including final punctuation. The equation number should be set as Microsoft Word regular text, outside the MathType object, separated by either a tab or a space.
- Set in-text (inline) math in Microsoft Word regular text. Exception: If in-text (inline) math has elements that should be stacked or have rules, circumflexes, arrows, or other accents spanning over more than one character, set in MathType as 'Inline Equation.'
- If any characters cannot be found in Word's Symbol palette ('(normal text)', 'Times New Roman,' or 'Symbol'), please set in MathType.
- No display equations are allowed in figure captions, table titles, or table footnotes. If a display equation occurs in a text footnote, it is best to recast it as inline math. There are a few journals with lengthy footnotes with style exceptions to this rule.
- No numbered equations are allowed in table footnotes.
- Display and/or numbered equations ARE allowed in table body, but must be 'inline' when converted to MathML equations.

## Fonts: Unicode fonts

Please use standard (Unicode) fonts such as Palatino, Times New Roman, Helvetica and Symbol. Fonts that have not been embedded will usually be replaced by Courier, resulting in character loss or realignment.

### Understanding Unicode

The [explanation](#) at [Unicode.org](#) is a good place to begin.

'Unicode provides a unique number for every character, no matter what the platform, no matter what the program, no matter what the language.'  
(Unicode.org, 2011)

Put more simply, no matter what font is used, your computer and other computers will always know exactly what symbol is called for and display the text correctly.

Note: AOSIS Publishing publishes in four different formats, namely, PDF, HTML, XML and ePUB. If your manuscript is not unicode compliant, then it will not be possible to produce all four formats. We will send the back to you to make the fonts Unicode compliant to enable us to produce all four formats.

### How to check whether your font-type is unicode compliant

1. Open your manuscript in your text editor.
2. Highlight all the text within your manuscript and change the font to Arial or Times New Roman.
3. Scrutinise your entire manuscript.
  - **Document reads perfectly?** If the words are readable and identifiable, then the font that you are using is unicode compliant.
  - **Document has changed certain or all characters?** Font used is not unicode compliant and needs to be changed prior to submission to this journal.

### Which fonts are Unicode compliant?

- To use Unicode, you will need to install (or find already installed) Unicode fonts on your computer. This is neither difficult nor costly.
- For basic information and links to numerous Unicode fonts, see <http://www.alanwood.net/unicode/fonts.html>
  - Arial Unicode MS
  - Courier New
  - DejaVu Serif
  - Gentium
  - Garamond
  - Minion Pro
  - Myriad Pro
  - Tahoma
  - Times New Roman
  - Verdana

### Unicode in Windows

Installing fonts on a Windows computer is fairly simple.

1. Download the font.
2. If it is a compressed file (such as .zip), expand it.
3. Open the fonts folder by clicking on Start, then Settings, then Control Panel, then Fonts.
4. Drag the font file(s) into this folder. It should automatically install.

### Using the insert symbol function

- Use the Insert Symbol function (found in the Insert menu). This function allows you to choose characters from a grid displayed in its own window. Double-clicking the desired character inserts it at the cursor in the document.
- Use the symbol insert window to assign keystrokes to the characters you use most often. For example, you might assign the keystroke alt+a to the lower case a with macron, and alt+shif+A to capital A with macron.

### Keyboard for Windows

The preferred method for typing in Unicode. Essentially this means telling Windows that you want a different keyboard layout to be available for use. At this step things might vary from computer to computer.

- Click on Start, then Settings, then Control Panel.
- Double click Regional and Language Options. The window that opens should have three tabs: Regional Options, Languages, and Advanced.
- Click on the Keyboards and Languages tab.
- Options include installing additional languages or changing the keyboard. Read the guidelines provided by Windows carefully.
- Select 'Change keyboards' in the same window after installing additional language.
- To make it your default keyboard you must choose it in the drop down list under Default Input Language at the top of this window. Click Add.
- Proceed to select the 'Language Bar' tab at the top and ensure that the box 'Show additional Language bar icons in the taskbar' is ticked.



- Now there should be a little keyboard icon in the task bar at the bottom of your screen (if there wasn't already). (It will be next to the blue square with EN in it, which signifies that the current input language is English. If you use no other languages, this icon might not be there.) When you click on the small keyboard icon, a list of keyboard choices pops up. If you made Alt-Latin the default, it should be in bold type. (However, it may not appear until the next time you restart your computer. Until then it might be a blank line in the list.)

Typing with the alternative keyboard is simple. For most letters you will do things as you always have. When you need a special character or a character with a diacritic or accent, you will use key combinations with the Alt key to the right of the space bar (the one on the left side does not work for this in Windows, unfortunately). For example, to type the letter 'a' with a macron you hold down the Alt key and press the letter a, release them both, then type the letter a. For letters with a dot below them, hold down Alt, press the period key, release both, and then type the letter which needs the dot.

## Unicode in Macintosh

### To enter Unicode text on a Macintosh, you have several options.

Firstly, you may use the **Character Palette**, which is found in the Input Menu (the flag menu in the upper right, near the clock).

- If the Character Palette option is not shown, enable it by doing the following:
  - Go to the Apple menu, select System Preferences.
  - In the Preferences window, choose International.
  - Select Input Menu.
  - Check Character Palette. You can also check Keyboard Viewer, Unicode Hex Input, and US Extended at this time.
  - Check Alt-Latin. If it is not there, see below for information on installing it.
  - Make sure the "Show Input Menu in menu bar" option is checked.
- To use the Character Palette to enter Unicode characters in a document, just keep it open in the background. When you need a character, you can enter it by double clicking on it in Character Palette.
- A useful feature of Character Palette is the ability to designate frequently-used characters as favourites, saving you the trouble of finding the different letters each time you need them.
- For more information on Character Palette, see Alan Wood's site: [http://www.alanwood.net/unicode/utilities\\_fonts\\_macosx.html](http://www.alanwood.net/unicode/utilities_fonts_macosx.html)

Secondly, you may use the excellent and extremely simple **Alt-Latin keyboard** or **LatinTL keyboard**, both of which were created specifically for this purpose by Kino.

- To install either keyboard (or both of them), you must first download AltLatin.zip and/or LatinTL\_X.dmg.sit from [Alt-Latin page](#).
- If your browser does not automatically expand the .zip or .sit file, tell it to save the file to your desktop (so it will be easy to find), then manually expand it. Usually this can be done simply by double-clicking the file, which will start the appropriate decompression program. LatinTL expands to a disk image, but for the purpose of installation you can treat it just like a folder.
- Follow the instructions in the 'readme' file to install the keyboard(s).

- Make it visible in the Input Menu by following the instructions given above for the Character Palette.
- Because Alt-Latin and LatinTL work like any other keyboard, you will not have to change keyboards unless you need to type in a different alphabet, such as Arabic.
- Entering letters with diacritics using either keyboard is very simple:
  1. Make sure you are using a Unicode font. It may work with other fonts, but you should use Unicode (OS X comes with Lucida Grande and there are others available).
  2. To enter a vowel with a macron, simply hold down either **option** key and hit the letter 'a' simultaneously. Release them, then type the letter that needs the macron (using the shift key if you need a capital).
  3. For letters with dots below, press option and period, release, then type the letter.
  4. Hamza is shift+option+p, and 'ayn is option+p. (This may not work in Microsoft Word with Alt-Latin – reason unknown. If it does not work, use the LatinTL keyboard instead, or use the Character Palette for these two characters. These keystrokes do work in TextEdit and other software with Alt-Latin.)
- The PDF file included with Alt-Latin shows maps of the keyboard, in case you need something not mentioned here, or you may use our maps found on <http://www.lib.uchicago.edu/e/collections/mideast/encyclopedia/unicode.html>.
- The layout of LatinTL is very similar, with only a few differences, and it also includes maps. (See the [Alt-Latin](#) page for a description of the differences.)
- **Click [here](#) for diagrams of the Alt-Latin keyboard** (usable for LatinTL as well, with a few differences) and for downloads.
- The diagrams are for the Windows version, but the layout is almost identical to the Mac version. The main difference is that where the Windows version uses only the Alt key to the right of the space bar, the Mac version uses either of the two Option keys. This makes the Mac version a little more comfortable to use, since you can use either hand. (There is no Windows version of LatinTL.)
- There are downloadable PDF files of the diagrams available on the same page, in case you would like to print them for easier reference while typing.
- Kino's site (linked above) also has numerous other Macintosh keyboard and font resources, such as some keyboards based on non-US layouts (notably a UK variant of Alt-Latin).

Thirdly, you may want to use Knut S. Vikør's **Jaghbub keyboard layouts** (and, perhaps, his Unicode fonts).

His Arabic Macintosh pages have long been one of the web's most useful sources for Mac users who need to type Arabic or transliteration, and he has updated both the pages and the downloadable resources he created.

- The page on transliteration, '[Writing Arabic with Latin letters](#)', explains the issues and provides a downloadable file containing the JaghbUni font package and the American Diacs. keyboard layout.
- The [Jaghbub font package page](#) gives more information about the three fonts included, as well as German, French, Italian, Danish, Swedish, Norwegian, US and UK keyboard layouts for typing diacritics in Unicode fonts.
- There are also separate keyboard layouts for typing IPA characters in Unicode fonts for the same national standards (that is, the non-option keys

follow the regular national keyboard standard, but the IPA characters are all placed on option keys under no particular standard).

For any keyboard layout, you can always select **Keyboard Viewer** from the Input Menu to see what different keystrokes will do.

These instructions were taken from:

<http://www.lib.uchicago.edu/e/collections/mideast/encyclopedia/unicode.html>