

Psychonomic Society Publications
1710 Fortview Road
Austin, Texas 78704
(512)462-2442

GUIDELINES FOR AUTHORS

SUBMISSIONS • FORMATS • PERMISSIONS • TABLES • COMPUTER DISKS • FIGURES • PROOF • REPRINTS

To avoid delays in the publication of your articles, please use the following guidelines; please read them carefully.

Journals: *Animal Learning & Behavior*; *Behavior Research Methods, Instruments, & Computers*; *Bulletin of the Psychonomic Society*; *Memory & Cognition*; *Perception & Psychophysics*; *Psychobiology*

Submission of Manuscripts: Submissions to the *Bulletin*, which must be authored, co-authored, or sponsored by a member of the Psychonomic Society*, and which are limited in length to 4 journal pages, should be sent directly to the Publications Office. A single hard (paper) copy of the manuscript is sufficient.

Submissions to all other Psychonomic Society publications should be sent to the Editor of the relevant journal (see inside cover of the journal for the address). Because the number of copies required varies with journal, please check the inside cover for this information too. The manuscripts should be packaged with care (in a padded envelope, if possible), especially if the package must cross any frontiers.

Manuscript Format: Manuscripts should, in general, adhere to the conventions described in the *Publication Manual of the American Psychological Association* (3rd ed.), except in the abbreviation of physical units, for which the style of the American Institute of Physics is followed. When in doubt, consult a recent issue of a Psychonomic journal.

In addition to the main text, manuscripts, both hard copy and disk version, should include: TITLE PAGE—with (a) title, author name(s) and affiliation(s), (b) mailing address, telephone number, and e-mail address of the author contact, and (c) a suggested running head; ABSTRACT—100–150 words; AUTHOR'S NOTE; list of FIGURE CAPTIONS; REFERENCES—complete and correct; NOTE(S)—if needed; TABLE(S)—if needed; APPENDIX(ES) and LISTING(S)—if needed.

These sections should be on separate pages, and the pages should be numbered consecutively from the abstract on.

All hard-copy material should be double-spaced *throughout* (2½ to 3 lines to the inch), and the pages should have ½-in. margins.

Permissions: It is the author's responsibility to determine from the copyright owner whether or not permission is required to quote text or to reproduce or adapt all or part of a table or figure from a copyrighted source. If it is required, you must obtain written permission and enclose a copy with your submitted or revised manuscript.

Proof: A copy of your edited manuscript will *not* be included when proof is sent to you. It is therefore incumbent upon you to read and mark the proof *carefully*.

Please use a pen to mark proof, and always include a mark in the margin next to the change.

If any changes are to be made in an author-supplied figure or photographable listing, send a new, corrected figure or listing, since we are not equipped to provide art work and also may not be able to match the original type style.

Reprints: When you return your proof, please be sure to let us know *then* how many reprints you may wish to order. Institutional purchase orders can follow later, but it is important that we know the *number* of reprints desired when we receive your proof back.

*A nonmember, including Psychonomic associate, should include a member's letter of sponsorship with the submission.

Tables

The *Publication Manual of the American Psychological Association* (3rd ed., pages 83-94) gives excellent instructions for the use and proper typing style of tables. Refer to these pages for initial guidelines. The following will emphasize areas that are of particular importance and explain Psychonomic journal departures from APA style.

General

Make sure the table is necessary. Small tables with few entries can often be dealt with just as effectively in a line or two of text.

Do not combine two tables of dissimilar format into one table (e.g., if Sections A and B of Table 1 are not of similar format, Section A should be Table 1 and Section B, Table 2). However, do combine small tables of identical format with few entries (i.e., provide one table with, say, four columns and four rows, one for each experiment, rather than four tables of four columns and one row giving data for each of four experiments).

Keep the material as simple and straightforward as possible.

In hard copy, double-space all tables for easy editing and typesetting.

Number all tables in the order in which they are mentioned in the text. Make sure all tables are mentioned in the text.

Table Arrangement

Instead of a column of $0.00 \pm .00$ entries, use two columns with separate appropriate headings (e.g., *M* and *SE*, or *SD*).

Arrange tables so that similar numbers fall into separate columns. That is, if possible, do not mix, in one column, such numbers as 0000, 00.00, .0000; make separate columns of 0000s, 00.00s, .0000s, etc.

Avoid unnecessary repetitions throughout the table: Columns with the same numerical entries throughout the table or throughout sections of the table can be put in footnotes (e.g., "In Condition 1, $n=20$ for each group; in Condition 2, $n=30$ for each group"); repetitious verbal entries can usually be put in headings or in footnotes (e.g., "RTs are given in milliseconds").

Other Requirements

Define measurements used for values in the table (e.g., "Thresholds given in decibels").

Define (or avoid using) all abbreviations.

Do not use asterisks, daggers, and other symbols to denote anything other than footnotes pertaining to particular entries in the body of the table. Define, in the table footnotes, all asterisks, daggers, and other symbols used.

Do not use material in tables that is impossible to typeset (e.g., Chinese characters, large circles around letters, lines connecting numbers in columns). Such material should normally be placed in figures, which are reproduced photographically.

Departures from APA Style

General footnotes (denoted by "Note—...") qualify, explain, or provide information relating to the table as a whole or to a major section of the table (e.g., a column or a group of columns).

Specific footnotes (denoted by *, †, ‡, §) relate to individual entries or give probability levels (tables should not require more than four levels of specific footnotes).

Psychonomic journals do not normally use superscripted footnotes (raised a, b, c, etc.) in tables.

All major words of table titles and column headings should be capitalized.

Use only horizontal rules—vertical rules are not used in Psychonomic journals. Extra space is not normally used between groups of columns (horizontal rules above groups of columns generally circumvent the need for extra space or vertical rules between columns or groups of columns).

Figures and Illustrations

The most desirable figures are those that are ready for immediate use, that is, already reduced to the size required for paste-up and printing. Such figures should be no wider than 80 mm to fit into a single column or 110 to 165 mm for a double-column space.

Guidelines for submitted figures that need to be reduced are as follows: For a single-column figure, the width of the submitted figure should not exceed 200 mm. Figures that require double-column space will receive individual treatment.

For figures that do not have to be reduced, use letters and numbers not less than 6 points (1.75 mm high) or more than 12 points (3 mm high) in size. For figures that will have to be reduced, use letters and numbers not less than 15 points (4 mm high) or more than 24 points (6.5 mm high) in size.

	15-point		24-point
100%	Days MSEC		Days MSEC
40%	Days MSEC		Days MSEC

The style and size of lettering in a group of figures should be the same if at all possible. Use a type style of medium weight (thickness), that is, neither bold nor light. Lines and symbols should be proportionately the same weight. (If lines or strokes of letters are too thin, they tend to disappear in reduction. If they are too thick, individual letters lose distinctiveness, i.e., "a" or "e" becomes a fat dot.)

So that they will not close up in reduction, all open symbols should be drawn larger than closed symbols. Open circles, for example, should be drawn about twice the diameter of closed circles.

Bear in mind that spaces between lines and letters are also reduced, so make such separations wide enough for plot lines not to lose their separations and words not to become illegible.

Groups of figures that are similar to each other in configuration should be of similar overall size.

All work must be neat and without breaks in any lines. We are not equipped to do any art or touch-up work.

Only one of each figure need be of professional quality, and that can be (1) the original, (2) a clear, sharp, in-focus photographic print, (3) a PMT stat, or (4) a clear, sharp, contrasty xerographic photocopy.*

Original or photographic copies of computer printout figures are acceptable if they are uniformly clear, sharp, and legible.

Photographs involving halftones should be given special attention to detail and figure-ground contrast.

Color illustrations will be printed only if, in the judgment of the Editor, color reproduction is essential.

All figures should be clearly identified on the back by figure number and author's name. The top of each figure should be identified by the word "top" written at the appropriate edge on the back of the figure.

A list of figure captions should be included on a separate sheet; that is, the caption should not appear on the figure itself.

*It would be helpful, in our production process, if you could also send a set of ordinary photocopies of your figures—that is, submit (1), (2), (3), or (4) plus an ordinary photocopy of each figure.

Computer Disks

To facilitate publication and to hold down costs, the Publications Office encourages authors to provide floppy disks in addition to the paper (hard copy) versions of their manuscripts.

For *Bulletin* articles, include a disk with your submission, if possible, and make sure that the text in your disk agrees exactly with that in your hard copy.

For all other journals, initially submit only the required number of hard copies to the appropriate editor. After a manuscript has been conditionally accepted and a revision requested, also submit, if possible, a disk in which the text agrees exactly with each hard-copy revision you send to the editor. (If any further minor changes or additions are to be made after the editor has forwarded a finally accepted paper—hard copy and disk—to the Publications Office, send directly to the Publications Office (1) a letter that lists the further changes, or (2) a revised disk and a revised hard copy of the manuscript with the changes underlined.)

Hard Copy

Please supply “double-spaced” hard copy in which the text exactly matches that on the disk file version. Note that the hard copy of your manuscript, if run off your disk, should be printed with the printing/formatting commands in effect. (These commands should then be stripped, however, from within the floppy disk file; see below.)

Disks

ALL DISK FILES SHOULD BE SUPPLIED IN ASCII FORMAT. (ASCII is referred to by some word processing software as “nondocument” or “text-only” mode. See the software manual for more information.) Supply all manuscript materials in one file.

Please indicate the following on the disk label:

1. File name, and suffix (if any).
2. Type of disk drive on which disk was formatted:
 - DOS 5¼ in: SS,DD or DS,DD
 - DOS 5¼ in: 1.2 Mb (DS,HD)
 - DOS 3½ in: SS,DD or DS,DD, or
 - DOS 3½ in: 1.44 Mb (DS,HD)
 - Macintosh (400K or 800K *only*; we cannot use high-density Macintosh disks)
3. Word processing software used and version number. (Note that we cannot use MacWrite.)
4. Editor’s manuscript number or, if known, our production number (if neither is known, use first author’s surname).

The text in the disk file should match that in the hard copy of the manuscript.

Please use the numeral for the number 1 (one), and *not* a lowercase l (el).

Each HEADING, PARAGRAPH, FIGURE CAPTION, and REFERENCE should be followed by two (2) “hard” returns, including the hard return marking the end of a heading, paragraph, etc. (i.e., press the “enter” or “return” key twice).

DELETE all running heads, page numbers, indications of figure/table placements, etc., from the disk.

If you are using predefined functions, such as the F(unction)5 key, in lieu of a formatting command string, please be as consistent as possible in their use. Converting files to ASCII does not always remove all of these embedded commands, but those repeated consistently are more easily removed in typesetting.

If you need more information, please call the Publications Office.