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A GUIDE TO THE PREPARATION OF DRAFT MANUSCRIPTS FOR ARL
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General Document 013

**A GUIDE TO THE PREPARATION OF DRAFT MANUSCRIPTS
FOR ARL PUBLICATIONS**

by

J. Y. MANN

SUMMARY

An outline is given of the major features of presentation which should be incorporated in the drafts of manuscripts prepared for publication in the ARL series. Attention is also drawn to some specific details which need to be borne in mind continually if the finished manuscript is to be of a high standard.



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POSTAL ADDRESS: Director, Aeronautical Research Laboratories,
P.O. Box 4331, Melbourne, Victoria, 3001, Australia.

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DISTRIBUTION LIST

DOCUMENT CONTROL DATA



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1. INTRODUCTION

Research is of little value if the relevant files are kept locked away in a dusty filing cabinet, and if the findings are not disseminated to a wider audience than those to whom the researcher is immediately responsible. The ultimate objectives of any research programme should be to collate and edit the information obtained during an analysis or investigation, to set out the results and conclusions in a clear and logical manner, and to communicate them in a permanent written form to interested persons at both national and international levels. In anticipation of the eventual publication of the work, it is wise to outline the layout of and to commence drafting the document while the work is still in progress.

This document has been written as a basic guide for the preparation of drafts of publications in the Aeronautical Research Laboratories (ARL) series; but it is nevertheless relevant to the preparation of external papers. It is not intended as a treatise on techniques for the collation, reviewing and the detailed order of presentation of material (which are essential steps in the publication of scientific research), nor does it discuss (except in passing) the questions of author's style or good English, or the various actions in the ARL publication process. The major objective of this document is to draw attention to a number of points which, if consistently followed, will make the task of your reader in checking, refereeing or simply reading your draft much more enjoyable and far less tedious. Unnecessary time, effort and costs associated with the correction and publication of your work and the proof checking of text and illustrations will also be reduced.

Some of these matters are discussed in more detail in the Australian Government Style Manual (Ref. 1). A wider reading list of relevant publications is given in Appendix 1.

In short, it is hoped that these notes will assist you to achieve a high standard of professionalism in the preparation of manuscripts and in the way in which you present them for vetting and publication. Always remember that the written word must be presented in such a way that it is straightforward and can be read with a minimum of time and effort. Authors submitting manuscripts which are illegible, untidy, badly presented, incomplete, inadequately referenced or showing other evidence of lack of care must expect to have them rejected as a matter of course until a satisfactory standard is achieved.

At this point it should be noted that the publishers of most journals, books, proceedings and the like issue their own "house rules" or "house styles" for the preparation of manuscripts. Their rules and conventions should be followed for each particular case, and copies of recent issues of the relevant journal studied to ensure that the desired format is achieved. Lack of conformity with the requirements of the publisher could result in the rejection of a manuscript or a request for a major reworking of it.

2. ARRANGEMENT OF MATERIAL

Drafts should be prepared to the format required in the final publication. The arrangement must be such that the arguments and results follow in a logical way and can be readily assimilated by the reader. Although the subject matter and purpose of a document have some bearing on

the arrangement, the basic order of presentation of the material which is given below would satisfy most of the requirements of an ARL publication. Not all features though would be used in every document.

- . Front cover
- . Title page
- . Summary
- . Contents
- . List of symbols, notation, definitions
- . Introduction
- . Main text
- . Conclusions or concluding remarks
- . Recommendations
- . Acknowledgements
- . References
- . Bibliography
- . Appendixes
- . [Tables]
- . [Illustrations]
- . Distribution list
- . Document control sheets
- . Back cover

Writing should commence with organizing the material to be presented and the assignment of a provisional TITLE to the document; followed by the preparation of an outline and the establishment of a set of interim headings (and sub-headings) or CONTENTS list under which it is intended to develop the subject in the first draft. Section 1, the INTRODUCTION, should provide the background and state the purpose and scope of the publication. The main text should eventually lead to DISCUSSION (or comments), and then to CONCLUSIONS and/or RECOMMENDATIONS.

The body of the report - from the Introduction through to the recommendations - should be divided into sections and sub-sections. Primary headings (or chapters) should be numbered 1, 2, 3, and so on, and sub-headings (Secondary headings) numbered 2.1, 2.2, and so on.

TABLES and ILLUSTRATIONS may be placed either at the end of the publication (after the appendixes), or in the body of the text close to where the first relevant reference to each is given. The latter procedure is preferred from the reader viewpoint and is recommended for microfiche reproduction; but the insertion of illustrations (in particular) in the body can introduce difficulties in layout and co-ordination during the publication process. A compromise might be to include the tables in the body (as these are usually prepared by the typesetter or by typing) with the illustrations grouped at the end - as these are usually prepared by the ARL Drawing Office.

3. LAYOUT OF TEXT

Prepare your manuscript on International A4 size paper and use one face only of each sheet. Leave at least a 25 mm margin along the top, bottom and right-hand sides of every page, and a 30 mm margin at the left-hand side to allow for the insertion of the manuscript into a folder. The draft should, preferably, be typed. Do not type (or write) in the margins, as these spaces should be reserved for comments or corrections, and for instructions to the printer.

The draft should embody two-line spacing throughout, except before headings when three-line spacing is recommended. [Single line spacing provides insufficient space for the insertion of hand-written corrections.] First-order headings should be in capitals, second and third-order in lower case except for the first letter of the first word. All headings and sub-headings should start at the Left Hand (LH) margin and none should be underlined. The first lines of paragraphs should be indented five spaces.

All pages should be numbered consecutively throughout the draft - including those pages containing references, appendixes and figures.

Do not have inserts loose, stapled or pinned in the text, or use the reverse side of the preceding page for amendments. It is preferable to adopt the "cut-and-paste" approach in order to maintain the A4 size and adequate margins, even if it involves the author in a little more time. Sequential modification to the text can be minimised by starting each main section (chapter) of the draft on a fresh page.

Headings or sub-headings should not appear at the bottom of a page without following text on that page.

Footnotes are usually indicated in the text by a superscript symbol, such as *,†,‡. In the draft manuscript the actual footnotes should be placed at the foot of the page with a line of at least 25 mm in length above them at the LH side of the page.

4. WRITING CONVENTIONS, ABBREVIATIONS AND CONTRACTIONS

In this context the word CONTRACTION refers to a shortened version of a word which ends in the same letter as the word itself, whereas the word ABBREVIATION refers to a shortened word form consisting of the initial letter alone or the initial letter followed by other letters of the word except the final one*.

The use of abbreviations in the texts of scientific and technical documents should be minimal and words spelt-out instead. However, it is acceptable to use standard abbreviations for units, e.g. MPa; but make sure that you use the abbreviations recommended by a recognized source (Refs 2, 3), e.g. mm not MM for millimetres, kn for knots. Abbreviations for units of measurement are always used in the singular form.

When new or uncommon abbreviations are used for quantities, and the names of organizations are contracted or abbreviated, they should be

* See Reference 1, page 50.

spelt-out in full when first used and the chosen abbreviation (or acronym) given in parentheses, e.g. Proof Stress (PS), Ultra-High-Strength (UHS), North Atlantic Treaty Organization (NATO), Royal Aircraft Establishment (RAE). Full stops between letters should not be used. Avoid using the ampersand (&).

Full stops are usually required only after the ends of sentences and abbreviations; they should not be used after headings, table or figure captions. No full stop is used in the case of contractions. For example, Figs for Figures and pt for part; Fig. for Figure and vol. for volume.

Abbreviation of the first word in a sentence is not acceptable. For example, "Fig. 6 shows that ..." is not acceptable; whereas "Figure 6 shows that ..." and "It is shown in Fig. 6 that ..." are acceptable.

The use of initial capital letters for words within a sentence, in sub-headings and in references should be minimised. Proper nouns are exceptions, as are references to specific figures, tables and chapters.

In the text it is common to spell out all numbers from one to ten and multiples of ten, except when referring to dates, measured units, tables, illustrations, reference citations, and the like. For example, "the testing programme involved five aircraft".

A decimal point is used to separate whole numbers from decimals. When decimal quantities of less than unity are used a zero should precede the decimal point, e.g. 0.75 not .75. For numbers having more than three digits to the left or right of the decimal point it is now common practice to separate each group of three by a space, e.g. 12 345.678 9.

Sentences should not begin with numbers. If it is inconvenient to avoid their use, then the number should be expressed in words. Numbers should also be spelt out in a compound number situation such as "... fourteen 6 mm bars ...".

A space should be left between a numerical value and a unit symbol or abbreviation, e.g. 6 kg not 6kg; except in rare cases such as when expressing temperature, e.g. 27°C.

Dates should be written in the form 15 February 1985 (which is completely unambiguous), not as 15th February 1985, February 15, 1985 or 15/2/85.

Underlining is usually interpreted as a direction to the printer to set in italics. Therefore, only those words meant to be in italics in the finished document should be underlined in the draft. A wavy line underneath a word indicates bold-face type.

5. DRAWINGS AND PHOTOGRAPHS

The originals of illustrations should, if possible, fit on a standard ARL publication size sheet (A4), the maximum useable dimensions of which are 156 mm x 239 mm - see Fig. 1. As ARL publications are also reproduced in the microfiche format, all illustrations should be upright on the page. Standard graph pads and special graph papers in A4 size, together with blank master sheets, are available from the ARL Drawing Office. If reduction of the original is required to fit the A4 format its proportions should be similar to the A4 format, and the line work, symbols and

lettering should be adequate to withstand the reduction without loss of clarity. With graphs, authors should clearly indicate which grid lines are to be included in the finished artwork. When various sets of information are displayed in graphical form on a single figure, different symbols and different types of lines should be used for each set to provide clarity.

All illustrations should be numbered consecutively, using Arabic numerals, in the order that they appear in the text. Each should have a caption which is self-explanatory to obviate repeated reference to the text; but the captions should, nevertheless, be kept as brief as possible. Place the figure numbers and captions of each illustration at the bottom of each page.

Give careful thought to the layout of illustrations, in particular the orientation of 'like' illustrations on different pages. Make sure that illustrations are uncluttered, neat and legible. This will greatly reduce the number of mistakes made by tracers, and your time and effort spent in checking against the original and having corrections made. You should not expect the tracers to correct your mistakes or cover for your carelessness.

Ensure that, on all illustrations, your scales, notes, units, legends, symbols and captions are fully and correctly identified; that they are consistent from one illustration to the next; and that there are no spelling mistakes.

As necessary, glossy photographs should be provided and be of such a size that they can be mounted upright on an A4 sheet after allowing for an adequate margin on each side, the caption, and the figure number. Photographs should be lightly pencil marked on the back for identification and to indicate orientation, and should be single-spot glued to the sheet. Do not use pins or paper clips for attaching, nor ball pens for marking. Photos supplied by the ARL Photographic Section should be identified also by the appropriate catalogue number.

On both line drawings and photographs it is useful to include a scale to enable the reader to readily comprehend size; and this is essential when, for example, micrographs are to be reproduced.

Some material recorded in graphical form during the course of an investigation may eventually become part of the finished manuscript. It is wise to anticipate this eventuality and to ensure that even 'working' graphs conform to the requirements of the report draft page layout.

Explanatory notes or instructions for the ARL Drawing Office staff should be clearly shown in the right hand side or top margins. Special requirements regarding the layout or presentation of illustrations or their placement in the finished document should be discussed with the ARL Publications Section and the ARL Drawing Office during the preparation of the draft, and not left until typesetting or typing of the publication has commenced.

Under no circumstances should an author make corrections on finished art work. Any corrections should be clearly indicated on photocopies and returned to the Drawing Office with the originals.

6. TABLES

TABLES must be numbered consecutively using either Roman numerals, i.e. I, II, III and so on, or Arabic numerals, i.e. 1, 2, 3, etc. Do not refer in your text to 'this Table' or 'the following Table', but by its number. Each table should be given a title which identifies its contents and contribution to the text. These should appear (centred) at the head not the foot of the table. As an example:

TABLE 1

Mechanical properties of test material

The layout of tables in the draft is of particular importance. Various arrangements of the data should be investigated, with that finally chosen being the neatest which conveys the desired information in a logical way without ambiguity. As with illustrations, tables should be upright on the page because rotation of pages may be difficult or inconvenient for microfiche viewing. Double page and fold-out presentations should, if possible, be avoided. If it is necessary to continue a table from one page to another, any continuation should be clearly indicated in the table title on successive pages, and the column headings repeated. However, with large tables, consideration should be given to having them reduced by photocopying to meet the draft page size requirements.

Closely estimate column widths, and ensure that columns with similar data, e.g. proof stress and ultimate tensile stress, are the same width. The use of squared graph paper (such as Gormack A4 B041Y) can be of considerable help in the layout of tables in draft form. Do not abbreviate words in table headings except when they have a common usage (e.g. UTS) or are standard units. Units should be enclosed in parentheses after the column heading or cross-heading.

Footnotes to tables can be used to elaborate on particular information or explain specific data. They may be denoted in the table by a lower case letter or a symbol.

7. SYMBOLS AND MATHEMATICS

SYMBOLS should be defined when first introduced in the text. If your document uses a large number of symbols a separate "Notation" section is justified. As you prepare your draft it is useful to compile a "running sheet" of the symbols and abbreviations which you have adopted - whether or not a separate notation section is included in your final document - to ensure that the terminology which you have adopted is uniform and consistent throughout.

A standard symbol sheet is available from the ARL Publications Section. In the SI System all unit names and prefixes (when written without abbreviation) are in lower case and without initial capitals. Capitals are however used for the symbols derived from proper names and for prefixes. Symbols are always used in the singular form. If letters in other alphabets, e.g. Greek, are used they should be very clearly identified to avoid misinterpretation. It may be useful to spell them out in the margin, particularly when they first appear in the manuscript.

If it is not practicable to type mathematical equations and the like in the manuscript, they should be written clearly by hand after the completion of the typing. Indicate to the typist the space which should be allowed for this purpose. Mathematical expressions are usually centred on the page with the identification number (enclosed in parentheses) at the RH margin of the line. Dot leaders should not be used. However, as mathematical expressions and equations are usually incorporated in reports as parts of sentences they should be punctuated accordingly. It is recommended that, in the case of ARL publications, a consecutive numbering system be used throughout the text. As an example:

$$y = ax^2 + bx + c \quad (12)$$

When expressions occur within a line of text it is preferable, from the viewpoint of setting on a single line, to use the solidus (/) or index instead of the horizontal rule or bar, i.e.

$$(x + y)/(x - y) \text{ or } (x + y)(x - y)^{-1} \text{ instead of } \frac{x + y}{x - y}.$$

Similarly, when fractions stand alone they should be spelt-out, e.g. one-third; but when expressed as figures they should be separated by the solidus, e.g. 1/3. However, whenever possible the decimal notation should be used, e.g. 7.75.

Subscripts and superscripts should be clearly indicated as such in the manuscript.

8. REFERENCES AND BIBLIOGRAPHIES

REFERENCES are documents to which you have referred specifically in your text, whereas BIBLIOGRAPHIES contain other relevant documents not specifically referred to or those included for some other purpose, e.g. to provide a wider reading list.

Incomplete, inaccurate and inconsistently presented references are a frequent problem in draft reports. If you are quoting or referring to the work of another person you must have sighted it to ensure that you are accurately citing its contents - otherwise it should not be referred to by you.

As a matter of courtesy to another author - irrespective of the need to provide accurate citations of references for retrieval purposes - the information given in lists of references or in a bibliography should be as complete as possible. The following forms are suggested. They are generally in accordance with those recommended in the British Standard on Bibliographical References (Ref. 4) and the appropriate International Standard (Refs 5 - 7). A listing of standardized abbreviated titles for Serial publications is contained in Reference 8.

Books

Authors' surnames and initials, title of book, edition, place of publication, name of publisher, date of publication, pages.

Reports and separate serial issues

Authors' surnames and initials, title of report, name of originating organization, series, date of publication, pages.

Separate articles in books, symposia proceedings, etc.

Authors' surnames and initials, title of paper, title of book, editors, place of publication, name of publisher, date of publication, pagination.

Journals, periodicals

Authors' surnames and initials, title of paper, title of journal (using standard form of abbreviation), series, volume, number or part, date of publication, pagination.

Separate standards, specifications

Issuing body, title, edition, place of publication, publisher, series number, date of publication, pages.

Typical examples covering each of the above types of publication are given in Appendix 2. In the case of separate series, page numbers have been omitted.

Several methods for noting and identifying references in the text and grouping them will have been apparent to those familiar with published papers. They can be listed either chronologically, alphabetically by author, or consecutively by number in the order in which they first appeared in the text. Probably the most commonly used method is the Arabic numeral system. Of several options with this system that least likely to result in misinterpretation involves the use of parentheses, i.e. (Ref. 99) or (99). Although superscripts are also used, the parentheses method is more convenient for typed drafts.

9. ACKNOWLEDGEMENTS

ACKNOWLEDGEMENTS recognize significant contributions made by other than the author(s) to the work on which the document was based. These may include both individuals and organizations. When previously published work (particularly illustrations) is used, the original source must be acknowledged. For external publications it is often required that permission be obtained from the original author or publisher before the reproduction of such material, as it may be subject to copyright.

10. APPENDIXES AND FOOTNOTES

The main argument of a report and its continuity should be interrupted as little as possible by a verbal or mathematical discussion of points of detail. If it is necessary to include such material (or supplementary information) to provide a detailed understanding of the argument or subject of the document, then its placement in an APPENDIX (or APPENDIXES suitably numbered or lettered) would be more appropriate and is recommended.

FOOTNOTES are used to briefly elaborate on a point in the text when inclusion of the material there would interrupt the flow of a sentence, and where the length of the elaboration would not justify a separate

appendix. Nevertheless, footnotes should be used sparingly and consideration given to restructuring the relevant sentence to include the material in the text.

11. TITLE OF DOCUMENT

The TITLE is a very important part of a scientific or technical document. It should be as short as possible, yet it must convey the essential features of its contents. Careful consideration should be given to the title and whether it is possible to incorporate standardized key words or descriptors in it. Although the author should have assigned a tentative title to the document at the time of commencing the draft, it is advisable not to finalize the title until after the manuscript has been completed.

12. SUMMARY OR ABSTRACT

A SUMMARY or ABSTRACT is usually the last part of the document to be written, but it is often the only part of the document which some people will read. It is thus an important part of the document, and it should provide the reader with a condensed, yet clear and accurate statement of the purpose, scope and major findings of the work. If it is not feasible to use all of the appropriate descriptors in the title, an attempt should be made to ensure that they are incorporated in the summary or abstract.

13. ASSEMBLY OF DOCUMENT

Complete the CONTENTS list, including (exactly) all of the main headings (and perhaps the sub-headings) of the sections in your draft together with the corresponding page numbers.

Fill out the "Manuscript movement advice slips", "ARL publications progress sheet", "Document control data", and your nominated Distribution List - the last two in conjunction with ARL Library staff.

Insert all pages of the draft manuscript securely in a two hole binder folder, and write the full title of the document and the author(s) names clearly and neatly on the front cover.

14. CHECKING AND REVISING

The preparation of the manuscript is the author's responsibility. It is not the responsibility of the typist or the typesetter to correct your spelling mistakes, lack of clarity, errors, inconsistencies or carelessness. Typists and typesetters should faithfully reproduce the copy that they are supplied with - if you have provided a sloppy manuscript, you can expect a poor job in return, with the added time and frustrations associated with the further checking and correcting.

Your reader can only read what you have written, not what was in your mind at the time. Be accurate, clear, precise and logical; and express your thoughts in direct and simple language. Try to be concise and avoid the repetitious use of a word [Roget's Thesaurus is useful in this regard], but not to the extent that a less appropriate word is used for the sake of variation and the precise meaning of a sentence is lost as the result. Look for alternatives to the word 'the' at the start of a sentence, and avoid long, rambling sentences.

Avoid the use of jargon and colloquial English wherever possible. Remember that ARL Reports are distributed world-wide and will be read by people whose native-language is not English.

Make sure that you are consistent in the various conventions which you have adopted, including spelling, hyphenating, capitalization; and that any punctuation which you have used conveys the meaning you intended. When you use the word 'data' remember that it has a plural meaning.

Do not use greater precision in the presentation of numerical values than are justified by the accuracy of the basic data or accepted engineering practice.

Cultivate the ability to read your draft critically from the viewpoint of a reader who may not have your detailed knowledge of the subject. The draft should be revised until it satisfies the guidelines covered in this document, then it should be read very carefully at least twice - the second time after shelving it for, preferably, a minimum of two weeks. Special attention should be given to the following:

- . That what you have stated is factual, logical, consistent and unambiguous.
- . That relevant material has not been omitted, but that no conclusions have been drawn which cannot be supported by the evidence which you have presented.
- . That you have preserved logic in the layout, the placement of material in appendixes, and the sequence of illustrations.
- . That inconsistencies, inaccuracies and omissions in table and figure numbering, captions, headings, abbreviations, and so on have been corrected.
- . That there are no spelling errors. Do not be afraid to use a dictionary!
- . That references are cited correctly.

It is recommended that manuscripts be read, critically, by a colleague before injecting them into the ARL vetting or refereeing system. When amendments are minor they can be made neatly by hand. If they are extensive, retyping of pages should be done; but the cut-and-paste technique could be adopted to avoid some retyping. Make sure, however, that any changes made during a revision do not conflict with or invalidate other statements in the document.

You should retain a copy of your manuscript in the exact version in which it was submitted for publication.

At some later stage you will receive proof copies of your work from the typesetter or typist. These are submitted so that authors can make sure that their manuscript has been faithfully reproduced. Consequently, they should be checked very carefully against the manuscript which you submitted for publication. In the case of external papers, in particular, you should check that any amendments made to the text (or even the title) by the publisher are acceptable and do not alter the intended meanings.

Remember that the proofs provide an opportunity for discovering and correcting typing or typesetting errors; they should not be used as a medium for re-writings which should have been incorporated at an earlier stage. Alterations to words or in punctuation should not be made unless absolutely necessary. Excessive alterations, as distinct from errors introduced during reproduction, are chargeable by some organizations.

15. CONCLUDING REMARKS

It is hoped that these notes will provide a useful guide for authors within ARL, and that drafts of reports and other publications will be critically considered by authors in the light of these notes before transmitting them to a colleague or into the Divisional vetting system.

Always remember that your publication is an important, and sometimes the only permanent way of informing those outside your Group - and, more particularly, outside ARL - of your research activities. No work can be regarded as being completed until it has been conveyed to an external audience in a permanent form. In our case this is usually by medium of a document in the ARL series or a publication in the external literature.

REFERENCES

1. Pitson, J. Style manual for authors, editors and printers of Australian government publications. Third edition. Canberra: Australian Government Publishing Service, 1978.
2. Standards Association of Australia. The International System of Units (SI) and its application. Sydney: Standards Association of Australia, Australian Standard 1000-1979, 1979.
3. Rocke, F. A. Handbook of units and quantities. Lucas Heights: Australian Atomic Energy Commission, 1984.
4. British Standards Institution. Bibliographical references. London: British Standards Institution, British Standard 1629:1976, 1976.
5. International Standards Organization. Symbols for languages, countries and authorities. First edition. Geneva: International Standards Organization, ISO Recommendation no. R 639, Nov. 1967.
6. International Standards Organization. Documentation - bibliographical references - abbreviations of typical words. First edition. Geneva: International Standards Organization, International Standard no. 832, 1975.
7. International Standards Organization. Documentation - international list of periodical title word abbreviations. First edition. Geneva: International Standards Organization, International Standard no. 833, 1974.
8. Bibliographic guide for editors and authors. Washington: American Chemical Society, 1974.

APPENDIX 1 - Publications dealing with the writing of technical and scientific reports

Numerous publications are available on the writing of technical and scientific reports and papers. The following is a short list which may be useful for further reading on the subject. Those publications marked with an asterisk(*) are held in the ARL Library.

- 1.* Katzoff, S. Clarity in technical reporting. Washington: National Aeronautics and Space Administration, NASA SP-7010, 1964.
2. General notes on the preparation of scientific papers. Third edition. London: Royal Society, 1974. [Second edition, 1965, is held in the ARL Library].
3. Cooper, B. M. Writing technical reports. Harmondsworth: Penguin Books Ltd, 1964.
- 4.* Holloway, A. H. A guide to the layout of technical publications. AGARDograph no. 178, June 1974.
5. Lathey, R. G. Writing reports and business letters. Rigby Limited, 1976.
- 6.* Souther, J. W. and White, M. L. Technical report writing. Second edition. New York: John Wiley and Sons, 1977.
7. Houp, K. W. and Pearsall, T. E. Reporting technical information. Third edition. Encino: Glencoe Publishing Co. Inc., 1977.
- 8.* Barrass, R. Scientists must write. A guide to better writing for scientists, engineers and students. London: Chapman and Hall, Ltd, 1978.

APPENDIX 2 - Typical bibliographic citations for 'references'

In typeset journals and books, the titles of journals, books, etc. which are listed in the 'references' are usually set in italics to distinguish them from the titles of individual papers or other material in the citations. This distinction is achieved in a typewritten draft by underlining the appropriate words.

(a) Books

Osgood, C. C. Fatigue design. Second edition. Oxford: Pergamon Press, 1982.

(b) Reports and separate serial issues

Bruton, R. A. and Patching, C. A. Fatigue testing of Vampire wings. Aust. Aeronaut. Res. Lab. Struct. Rep. 378, June 1979.

Wood, H. A. and Engle, R. M. USAF damage tolerant design handbook: guidelines for the analysis and design of damage tolerant aircraft structures. U.S. Air Force Syst. Comm., Air Force Flight Dyn. Lab. Tech. Rep. AFFDL-TR-79-3021, March 1979.

(c) Separate articles/papers in books, symposia proceedings, etc.

Pugh, E. N.; Green, J. A. S. and Sedriks, A. J. Current understanding of stress-corrosion phenomena. Interfaces conference Melbourne 1969. [Editor: R. C. Gifkins]. Sydney: Butterworth and Co. (Aust.) Ltd, 1969, pp. 237-256.

Bathias, C.; Gabra, M. and Aliaga, D. Low-cycle fatigue damage accumulation of aluminium alloys. Low-cycle fatigue and life prediction. [Editors: C. Amzallag; B. N. Leis and P. Rabbe]. Philadelphia: American Society for Testing and Materials, Spec. Tech. Publ. 770, August 1982, pp. 23-44.

(d) Journals, periodicals

McGrath, J. T. and Waldron, G. W. J. An electron microscope study of dislocation arrangements in fatigued Al + 1% Mg crystals. Philos. Mag., ser. 8, vol. 9, no. 98, Feb. 1964, pp. 249-259.

Coyne, E. J. and Starke, E. A. Effect of microstructure on the fatigue crack growth behaviour of an Al-Zn-Mg-(Zr) alloy. Int. J. Fract., vol. 15, no. 5, Oct. 1979, pp. 405-417.

(e) Separate standards, specifications, etc.

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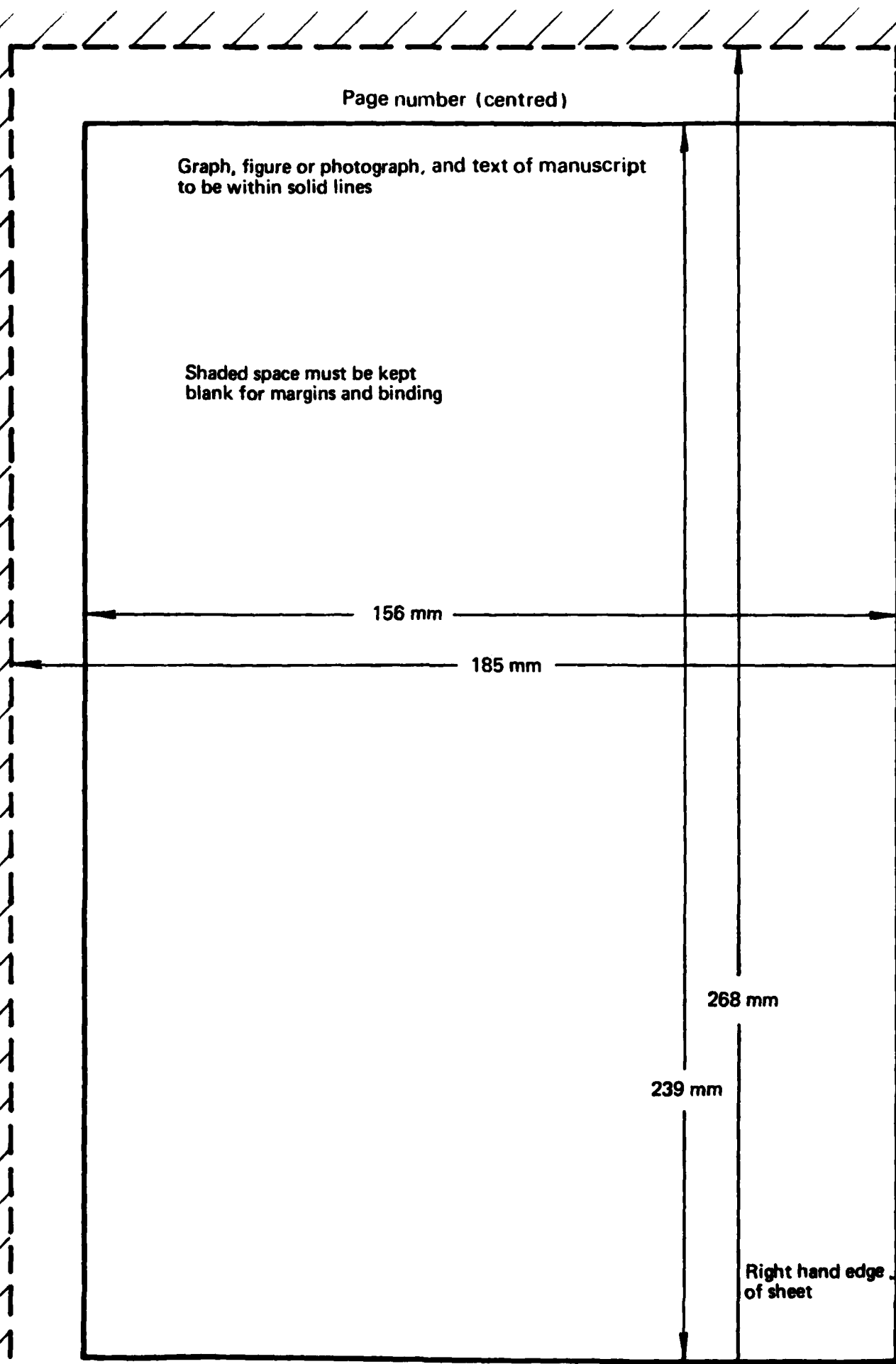


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