

## NOTICE TO CONTRIBUTORS

### TO THE «INTERNATIONAL HYDROGRAPHIC REVIEW».

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The Directing Committee of the International Hydrographic Bureau will be pleased to consider articles for insertion in the *International Hydrographic Review*.

Correspondence, manuscripts of articles and documents annexed thereto, should be addressed directly to the International Hydrographic Bureau, Quai des Etats-Unis, Monte-Carlo (Principality of Monaco).

Manuscripts *in duplicate*, should reach the Bureau not later than 31st January for the May Review and not later than 31st July for the Review of November respectively.

The Directing Committee is not responsible for statements made or opinions expressed in articles or papers published in this Review, which are written by Authors who are not members of the Directing Committee or of the Staff of the International Hydrographic Bureau.

As far as possible, manuscripts should be rendered in one of the two languages used by the Bureau—English or French—or in both. They should, if possible, be supplied in typescript. Should the author feel uncertain as to the way in which a phrase or a term should be expressed in one of these languages, he may also indicate the expression in his native language.

Manuscripts are sent at authors' risk; it is therefore recommended that a copy of their work should be retained in their possession.

Accepted manuscripts and drawings are returned to authors only on special request made in advance; they are preserved by the Bureau for a period of six months only after printing.

As far as possible, original memoirs or purely scientific articles, which are not drawn up in English or in French, should be accompanied by a short summary in one or both of those languages.

Except when otherwise indicated, the International Hydrographic Bureau is responsible for the correction of proofs. This task necessarily implies the possibility of a certain amount of retouching indispensable for the proper presentation of the publication. Authors who may desire to revise first or second printed proofs should indicate this when sending MS and must take into account the additional time necessary for completing printing by a definite date. In such cases it is requested that authors will be good enough to write their address very clearly on the MS and return the proofs as soon as possible after correction.

One copy of the Review, in either English or French, containing his article is sent gratis to each author, and lowest possible prices will be charged for supplementary copies. Reprints of articles up to about 25 in number in French and/ or English, made at the time of printing the Review, will be sent to authors on request. Should additional copies be required, the cost price of the extra copies will be charged. Authors must notify the Bureau at the time of sending the MS of the extra number of reprints required as these cannot be supplied after completion of the printing of the Review.

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In order to facilitate printing, authors are requested kindly to conform to the following rules :—

All contributions should be typewritten, on one side of the paper only and on separate sheets, pages being numbered consecutively. For typographical purposes the usual conventional signs such as the following should be used :—

- Words to be printed in capitals (underlined three times).
- small capitals (underlined twice).
- thick capitals (underlined by 2 waved lines).
- heavy type (underlined by 1 waved line).
- in italics (underlined once).

As far as possible bibliographical references and acknowledgments should be grouped together at the end of articles so as to avoid footnotes; names of authors, title of work or article, title of periodical, volume, page, publisher, place and year of publication should be indicated.

In cases where the title is too long to serve as a running headline, an abbreviated title should be indicated.

*Abbreviations and Contractions* (i.e. O A C I, etc.) should, as far as possible, be avoided in the text.

Mathematical expressions should be written in clearly legible longhand.

Formulae should be shown on a separate line from the text and numbered serially on the right-hand side of the page.

*Book Reviews.* The title, author's name, publisher, etc. should be set out in the following order :—

Title of book, author's name, publisher (and Series, if any), date, number of pages, preliminary pages and plates, binding, size in centimetres or inches (using decimals), price.

References to separate plates or to illustrations inserted in the text should be given in their proper place.

Authors are asked to send their MS in definite form : numerical values and the spelling of proper names, written in capitals, should be carefully checked on all copies of the manuscript.

#### DRAWINGS, PHOTOGRAPHS, etc.

Illustrations should not be placed alongside sheets forming the body of the text but should simply bear a legend referring to it. Drawings, charts, diagrams, complicated mathematical formulae for reproduction should be prepared in waterproof Indian Ink on perfectly smooth, white and fairly strong paper. No erasures should be made, or colours used, so that drawings may be sent direct for printing and the cost of redrawing by the International Hydrographic Bureau avoided. Shading should be limited to the minimum necessary, and when used the shading lines should be kept open. Fine and dotted lines should be drawn boldly.

For satisfactory reproduction of photographs, a good glossy bromide print is preferable to the glass negative.

All added matter, such as reference letters, arrows, numbers, etc. should be drawn on the face of the photograph or indicated on tracing paper attached to the back of the print and folded over the front. If matter is written on the face of the photograph a duplicate print without the added matter should be supplied.

Legends, where not supplied on a separate sheet, may be lightly inserted in pencil on the *back* of photographs, care being taken that the writing does not appear on the face of the print.

The natural scale of a drawing, photograph, etc., must not be indicated on the face of the drawing or photograph; where this scale is necessary it should be noted on the back.

In general, diagrams or illustrations should be of dimensions allowing them to be easily inserted in a page of the Review.

The maximum space on a page of the Review is 22 cm. by 13 cm., including space necessary for the legend.

Original drawings should be sent in a form immediately usable for reproduction and preferably of a size allowing them to be reduced by about 2/3rds of the linear dimensions of the original, so that they may be reproduced by photography.

Diagrams should be prepared on squared paper, ruled in fine pale blue lines, unless the reproduction of the squares is required to appear on the photograph also.

For large-scale drawings which are afterwards to be reduced by photography, all letters, numbers, or reference signs, should be drawn to corresponding scale.

NOTE.—As blueprints and brownprints of sketches, diagrams or plans reproduced from tracings of originals photograph very poorly, it is recommended that a good black print of the original be supplied instead, if not the original itself.

When several illustrations are required for the same article they may be drawn on the same sheet, allowing at least 2 1/2 cm. between them when reduced.

Authors having at their disposal electrotypes or blocks for certain figures, should send these to the Bureau who will return them after use, if so desired.

A reference on the MS should indicate the place of each drawing or photograph ; the Bureau, however, reserves the right to group them in the text or on a separate or fly-sheet according to the requirements of the edition.

Each page of the *International Hydrographic Review* consists of 60 lines of 80 letters—or 4800 letters—for original articles; and 62 lines of 95 letters—or 5890 letters—for reviews, extracts or reproductions. Given this, it is easy to calculate the number of Review pages which would correspond to a type-written text.

