GENERAL

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The author should follow these directions carefully, and consult a current issue of the *Journal* for guidance on details of typographical and other conventions.

Every paper should be headed with its title, the names and initials of the authors (each author supplying one given name) and the name and address of the laboratory where the work was done.

Papers should be in English, using the spelling of the *Shorter Oxford English Dictionary*. They should be typed with double spacing, on one side only of the sheets, and with ample margins for editorial annotations.

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Line drawings and photographs, which must be originals, should be numbered as Figures in Arabic numerals. Drawings should be in Indian ink, on Bristol board or cartridge paper. However, a technique which may be more convenient to authors is to use a doublesized piece of tracing paper, or translucent graph paper faintly lined in *blue* or *grey*, folded down the centre with the drawing on one half and the other half acting as a flyleaf.

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In the text, references should be quoted by whichever of the following ways is appropriate: Arnold & Barnard (1900); Arnold & Barnard (1900*a*); Arnold & Barnard (1900*a*, *b*); (Arnold & Barnard, 1900). Give both names for 2 authors. For 3 or more authors give the first name *et al.* on all occasions, adding *a*, *b*, etc., to the date if there is any ambiguity.

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It is the duty of the author to check all references.

UNITS, SYMBOLS AND ABBREVIATIONS

SI units must be used, as explained in British Standards Institution publication PD 5686: 1972. The use of SI units. Until SI units are widely understood, it is permissible to give the equivalent value in other units in parenthesis. Symbols and abbreviations used are those of British Standard 1991: Part 1: 1967. Letter Symbols, Signs and Abbreviations.

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Normality and molarity should be indicated thus: N-HCl, 0.1 M-NaH₂PO₄. The term '%' means g/100 g solution. For ml/100 ml solution the term '% (v/v)' should be used and for g/100 ml solution the correct abbreviation is '% (w/v)'.

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