

THE PREPARATION OF MANUSCRIPTS

The attention of authors is particularly directed to the following requests.

1. Papers should be typed, double-spaced, on one side of white paper (of which A4, 210 by 297 mm, is a suitable size). The pages must be numbered. Margins of 30 mm should be left at the side, top and bottom of each page. Two clear copies should be sent.

A cover page should give the title, the author's name and institution, with the address at which mail is to be sent.

The title, while brief, must be informative (e.g. *A new proof of the prime-number theorem*, whereas *Some applications of a theorem of G. H. Hardy* would be useless).

The first paragraph or two should form a summary of the main theme of the paper, providing an abstract intelligible to mathematicians.

For a typescript to be accepted for publication, it must accord with the standard requirements of publishers, and be presented in a form in which the author's intentions regarding symbols etc. are clear to a printer (who is not a mathematician).

The following notes are intended to help the author in preparing the typescript. New authors may well enlist the help of senior colleagues, both as to the substance of their work and the details of setting it out correctly and attractively.

2. Notation

Notation should be chosen carefully so that mathematical operations are expressed with all possible neatness, to lighten the task of the compositor and reduce the chance of error.

For instance n_k (n sub k) is common usage, but avoid if possible using c sub n sub k . Fractions are generally best expressed by a solidus. Complicated exponentials like

$$\exp \{z^2 \sin \theta / (1 + y^2)\}$$

should be shown in this and no other way.

In the manuscript, italics, small capitals and capitals are specified by single, double and triple underlining. Bold-faced type is shown by wavy underlining; wavy will be printed **wavy**.

It helps if displayed equations or statements which will be quoted later are numbered in order on the right of their line. They can then be referred to by, for example, 'from (7)'.

The author must enable the printer (if necessary by pencilled notes in the margin) to distinguish between similar symbols such as o , O , o , O , 0 ; x , X , x ; ϕ , Φ , \varnothing ; l , 1 ; ϵ , ϵ ; κ , k .

Greek letters can be denoted by Gk in the margin.

If an author wishes to mark the end of the proof of a theorem, the sign \square may be used.

Footnotes should be avoided.

3. Diagrams

It is extremely helpful if diagrams are drawn in Indian ink on white card, faintly blue or green-lined graph paper, or tracing cloth or paper. *Symbols, legends and captions should be given on a transparent overlay*. Each text figure must be numbered as Figure 1, Figure 2, ... and its intended position clearly indicated in the manuscript:

Figure 1 here

The author's name in pencil must be on all separate sheets of diagrams.

A figure is expensive to reproduce and should be included only when the subject matter demands it, or when it greatly clarifies the exposition.

The Society recognizes that some authors do not have the facilities for producing drawings of a sufficiently high standard to be reproduced directly and it is therefore willing to have such diagrams re-drawn, provided that they are clear.

4. Tables

Tables should be numbered (above the table) and set out on separate sheets. Indicate the position of each in the text as for figures:

Table 3 here

5. References

References should be collected at the end of the paper numbered in alphabetical order of the authors' names. Titles of journals should be abbreviated as in *Mathematical Reviews*. The following examples show the preferred style for references to a paper in a journal, a paper in a proceedings volume, a book and an unpublished dissertation:

- [1] J. F. ADAMS. On the non-existence of elements of Hopf invariant one. *Ann. of Math.* (2) **72** (1960), 20–104.
- [2] M. P. FOURMAN and D. S. SCOTT. Sheaves and logic. In *Applications of Sheaves*, Lecture Notes in Math. vol. 753 (Springer-Verlag, 1979), pp. 302–401.
- [3] P. T. JOHNSTONE. *Stone Spaces*. Cambridge Studies in Advanced Math. no. 3 (Cambridge University Press, 1982).
- [4] F. W. LAWVERE. Functorial semantics of algebraic theories. Ph.D. thesis, Columbia University (1963).

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CONTENTS

	PAGE
CUSICK, T. W. Finding fundamental units in totally real fields	191
HUMPHREYS, JOHN F. Conjugacy classes of double covers of monomial groups	195
GRÄBE, HANS-GERT. A dualizing complex for Stanley-Reisner rings	203
MCCLOSKEY, JOSEPH P. Characterizations of r -potent matrices	213
RHODES, FRANK. The role of the principal part in factorizing block maps	223
FLAJOLET, P. & ODLYZKO, A. M. Limit distributions for coefficients of iterates of polynomials with applications to combinatorial enumerations	237
HOWIE, JAMES. Spherical diagrams and equations over groups	255
KOJIMA, SADAYOSHI. Bounding finite groups acting on 3-manifolds	269
SOMA, TERUHIKO. Hyperbolic, fibred links and fibre-concordances	283
MORTON, H. R. Alexander polynomials of closed 3-braids	295
BEARDON, A. F. & WILKER, J. B. The norm of a Möbius transformation	301
RANSFORD, T. J. A short elementary proof of the Bishop-Stone-Weierstrass theorem	309
DAVIES, E. B. A generation theorem for operators commuting with group actions	313
FOURIE, JAN H. & RUCKLE, WILLIAM H. Projections and embeddings of locally convex operator spaces and their duals	321
ANDERSON, W. J. & MATHAI, A. M. Various representations of a generalized hypergeometric function through statistical techniques	325
STEWART, IAN & WOODCOCK, ALEXANDER. Bifurcation and hysteresis varieties for the thermal-chainbranching model II: positive modal parameter	331
SPOUGE, JOHN L. An existence theorem for the discrete coagulation-fragmentation equations	351
MANDAL, B. N. & GOSWAMI, S. K. Scattering of surface waves obliquely incident on a fixed half immersed circular cylinder	359

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