CONTENTS

Introduction: Hervé Maisonneuve

Section 1. EDITING

1-1 Editorial policy
  1-1.1: Developing an editorial policy. Part 1: The new and the intimate, by Elise Langdon-Neuner
  1-1.2: Developing and editorial policy. Part 2: Bringing policies into the instructions to authors or public domain, by Elise Langdon-Neuner
  1-1.3: Editorial boards, by Harvey Marcovitch and Alex Williamson
  1-1.4: Scientific authorship, by Roderick Hunt
  1-1.5: Personal development for editors, by Tim Albert

1-2 Procedure
  1-2.1: Editing conference proceedings, by Elisabeth Heseltine (on behalf of Lammi Manifesto group)
  1-2.2: Editing an electronic journal, by Edward J Huth
  1-2.3: Copy editing scientific papers, by Maeve O'Connor and Margaret Cooter
  1-2.4: Editing texts by non-native speakers of English, by Joy Burrough-Boenisch
  1-2.5: On-screen editing. Part 1: Background and technical requirements, by Kathleen Lyle
  1-2.6: On-screen editing. Part 2: The process, by Kathleen Lyle
  1-2.7: Editorial processing, by John W Glen

1-3 Reviewing
  1-3.1: Guidelines on good refereeing practice, by Pehr H Enckell
  1-3.2: Dealing with referees—judges or colleagues?, by Pehr H Enckell
  1-3.3: Book reviews, by Peter Lomax
  1-3.4: Writing and editing book reviews, by James Hartley
  1-3.5: Peer review systems, by Elizabeth Wager
  1-3.6: Writing and issuing grey literature: Old and new responsibilities, by Paola De Castro and Sandra Salinetti

1-4 Ethical issues
  1-4.1: The ethics of scientific publication, by Povl Riis
  1-4.2: How to be prepared for fraud, by Stephen Lock
  1-4.3: How should fraud be dealt with, by Povl Riis
  1-4.4: Conflict of interest: declaring more or less?, by Hervé Maisonneuve
  1-4.5: Editors and the biomedical industry, by Elizabeth Wager

1-5 Journal management
  1-5.1: Establishing a new journal, by Matko Marusic, Ana Marusic, Ruth King, Pritpal S Tamber

Section 2. STANDARDS AND STYLE

2-1 Presentation
  2-1.1: Requirements and preferences for the first page of journal articles, by AJ (Tom) van Loon
  2-1.2: Requirements and preferences for individual issues and entire volumes, by AJ (Tom) van Loon
  2-1.3: Layout and principles of lists, by AJ (Tom) van Loon
2-2 Illustration
2-2.1: Illustration basics, by Anthony G Bowley
2-2.2: Multipliers in axis labels of graphs and column or row headings of tables, by DONG Geng and John W Glen
2-2.3: Editing and design of tables, by Yateendra Joshi
2-2.4: Editing graphs, by Naomi B Robbins

2-3 Format
2-3.1: Common statistical errors in scientific articles, by Tom Lang
2-3.2: References, by Roderick Hunt
2-3.3: Advertising standards in scientific, technical and medical journals, by Mark Powlson

Section 3. NOMENCLATURE AND TERMINOLOGY

3-1 General aspects
3-1.1: Using units and quantities correctly, by Arjan KS Polderman
3-1.2: Numerals, by John W Glen and Arie A Manten
3-1.3: Symbols for physical quantities, by Göran I Ågren

3-1 Chemistry
3-2.1: Nomenclature and typography in chemistry and pharmacy, by Arjan KS Polderman

3-3 Medical sciences
3-3.1: Anatomical nomenclature, by Jenny Gretton

3-4 Biology
3-4.1: Bacteriological nomenclature, by Jan B Ursing
3-4.2: Virus nomenclature, by Marc HV Van Regenmortel
3-4.3: Zoological nomenclature, by Peter C Barnard
3-4.4: Botanical (including fungal) nomenclature, by David L Hawksworth
3-4.5: Genetics nomenclature, by John Pettigrew

3-5 Earth Sciences
3-5.1: Mineralogical nomenclature, by Andrew M Clark
3-5.2: Nomenclature of igneous rocks, by AJ (Tom) van Loon
3-5.3: Nomenclature of sedimentary rocks, by AJ (Tom) van Loon
3-5.4: Nomenclature of metamorphic rocks, by AJ (Tom) van Loon
3-5.5: Stratigraphic nomenclature, by AJ (Tom) van Loon

Section 4. PUBLISHING AND PRINTING

4-1 Office management
4-1.1: Peer review and manuscript tracking, by Philip J Daly
4-1.2: Last but not least - the index, by Jill Haliday (for the Society of Indexers)

4-2 Printing issues
4-2.1: Understanding paper, by Jenny Gretton
4-2.2: Understanding pre-press, printing and binding, by Tim Williams

4-3 Communication
4-3.1: Dealing with the media, by David Sharp and Richard Lane