

Memo to Authors

The load of manuscripts received by the Physical Review is too great for us to continue to try to avoid delay by going over manuscripts that violate our prescription: "The prime requisite is that the copy be as clear as possible to the typesetter, who is neither a physicist nor a mathematician." Since our staff is small, for us to try to identify all ambiguous symbols on sloppily written manuscripts takes an excessive amount of editorial time and results in delaying publication of all accepted papers.

Handwritten symbols whose identity is not obvious to an inexperienced, untrained typist should be identified in the margin the first time they occur in the manuscript, and thereafter if any ambiguity is still possible. Some frequently occurring problems are sloppily written symbols $k, K, \kappa; \psi, \Psi; z, Z, 2; n, \eta; u, \mu; X, x, \chi; r, \gamma, \nu; \epsilon, \xi; e, l; a, \alpha, \infty, d; s, S; c, C; p; \rho; P, \mathcal{P}; V, v, \nu; 1, l, |, /, ';$ etc. If it is necessary for a physicist (a trained assistant or the editor himself) to go over every page of a manuscript to clear up such problems, the paper will sooner or later be returned to the author for him to attend to it — to rewrite every symbol carefully and/or to make all necessary identifications.

There are simple, standard ways of identifying symbols that are ambiguously written; these often make marginal notes unnecessary. Some of these are:

Triple underline (black pencil for Latin letters, red for Greek) means capital.

Vertical (not diagonal) line through the symbol (black pencil for Latin, red for Greek) means lower case.

Double black pencil underline means small capital (use for Roman numerals designating ionization states, and for computer programs).

Black pencil circle around symbol means roman type. (Do not circle symbols for any other purpose.)

Single black pencil underline means italic (usually unnecessary, since all letters in mathematical material are automatically italic unless otherwise marked—useful mainly for showing that the symbol is not sloppily written Greek).

Quadruple black pencil underline means italic capital.

Red underline means that the symbol is Greek. (But do not underline summation, product, proportionality, or set-membership symbols in red. Do not use red for any other marking.)

Green underline means special script symbol (available only for capital letters).

Yellow underline means German.

Wiggly underline, or an arrow over the letter, means a three-vector; it will be printed with the arrow. Note that boldface is not available; for substitutes see H-7 memo (available from this office).

Only **sharp** pencils should be used in marking the manuscript.

A related problem occurs when the manuscript submitted is not the original typed manuscript but a copy (Xerox, mimeograph, etc.). It is the author's responsibility to go over the manuscript to be submitted and ink in all faint, broken, and unclear symbols.