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Forms ........................................................................

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A NOTE ABOUT TeX

TeX is both the name of the program used for typesetting DMJ and the name of the markup and macro language used in preparing a file to be processed by TeX the program. A TeX file is a plain text file containing a paper's content with the TeX markup code that determines how it should look. For example, a new section in a paper will be marked

\section{A new section}.

The format class file determines how this markup will be translated into marks on a page. Because the source file is plain text, a paper prepared on a UNIX, DOS, or Windows box can be used on Macs without any translation except for line endings, which are usually handled automatically by mailers and FTP software.

A TeX file prepared by an author has a better than even chance to be processed without error by the TeX program, but often some changes must be made to the file in order for the program to run. Since one can write macros both simple and subtle in the TeX language, authors who write such macros must supply them to us or TeX will fall over when confronted with such a file. Sometimes an author uses a format that introduces incompatibilities with our TeX installation. These can be fixed, but it takes a TeX wizard (Steve) to sort it all out.

We have a number of books to help explain TeX and its mysteries. The source sine qua non is


Another good, general source, perhaps more readable, is


For LaTeX we have three books:


A book on graphics and TeX (mostly PostScript) is

DMJ PROCEDURES MANUAL

I. Refereeing Process

Note. We keep all of the correspondence we receive, but we usually do not keep hard copies of the correspondence we send out. However, we do make note of what form letters we send out; we keep the managing editor’s handwritten instructions for non–form letters; and letters sent by e-mail are saved in the electronic mail system according to month.

A. Logging a new submission

1. Determine log number. Papers are numbered to indicate the total number received per year and the date received. For example, 108(R11May92) means it’s the 108th paper received in 1992 and the received date is 11 May 1992.

Before 1990, papers were numbered to indicate year, month, and day received. For example, 905220 is translated as follows:

9 indicates the paper was received in 1989
05 indicates in the fifth month
22 indicates the twenty-second day of the month
0 indicates the first paper of that day; the second paper received would be marked 1, the third 2, and so on.

2. Record information in the logbook. Record author(s), log number, and title of manuscript. Check the Rolodex file if you think this may be a duplication or revision.

3. Record information on cover letter. In the upper right-hand corner of the cover letter, record the log number. Do not write the log number or date on the manuscript.

4. Acknowledge receipt of manuscript. E-mail a form acknowledgement letter to the corresponding author. Send a hard copy of the acknowledgement letter if the author’s e-mail address is not available.

5. Add to the waitlist. Record the log number, author(s), title of the manuscript, number of pages, the most recent action taken on the paper, and the date of that action on the waitlist. The waitlist is in Microsoft Word.

6. Create a new record in the database. Using FileMaker Pro, create a record in the database for the new manuscript. Include the title of the manuscript, author(s), date submitted, log number, number of pages, number of figures and tables, the electronic file name of the paper, the most recent action, and the date of that action.

7. Make one Rolodex card for each author

Note. Rolodex cards do not have to be made the same day that you log a new submission. Keep a record of the cards that need to be made and print several at a time. (The cards come three to a sheet.) Use the MacLabel Pro merge card template and its associated data document. Information on the card includes log number, author(s), title, and the full mailing address of the individual author. After printing the Rolodex cards,
underline the corresponding author’s name (if there is more than one author) and put the cards in the Rolodex file.

8. **Make a folder.** Write the log number on a color-coded label and affix it to the tab of a manila folder. The label color varies by year (all blue labels for 1996, all red labels for 1997, and so on). Insert ms. and cover letter.

9. **Give to the editor.** Put the paper in the new paper section on the editor’s shelf, or take action if he has already seen it.

**B. Reject publim.** Reject publim means to reject the paper (due to publishing limitations) without sending it to a referee (though the editor may wish to send it to an editor). Send a “Reject-publim” letter to the corresponding author by e-mail or by hard copy if the author’s e-mail address is unavailable. The managing editor will indicate the papers to be rejected-publim. The paper is not returned to the author (unless written on tree bark, the back of a napkin and so on). Recycle the printed hard copy of the manuscript. In red pen, mark the logbook entry \textit{R-publim}. Mark the Rolodex card(s) \textit{R-publim}, and file them in the rejected/accepted Rolodex card file. Mark author’s cover letter \textit{R-publim}, and file it in the rejection file drawer along with any associated correspondence. Delete the submission entry from the waitlist, add an entry to the list “Papers rejected since …” in the Lists for Editors folder on the hard drive, and move the electronic file of the paper from the current DMJ submissions folder (i.e., “dmj.99”) to the DMJ rejected papers folder (“dmj.rejected”). In the database, mark the paper as no longer active, rejected-publim, and make sure the rejection date is also marked.

**C. Sending a paper to a referee**

1. **Send a “Referee” form letter.** Send a Referee form letter or a non–form letter, written by the editor, via e-mail to the referee. If the referee’s e-mail address is unavailable, send a hard copy. The editor will tell you which referee to use.

2. **Sending an electronic file.** Attach an electronic file of the manuscript to the e-mail letter for the referee.

3. **Sending hard copies to the referee.** If the corresponding author did not send an electronic file of the paper, photocopy the manuscript, print out a hard copy of the cover letter, and send both via post to the referee. Always keep the original copy of the manuscript and send the photocopy to the referee. After the editor signs the letter, send the package by first-class mail in the U.S. and Canada and by airmail overseas.

4. **Record information.** Record this information in the correspondence file, logbook, waitlist, and database.

*Note.* Sometimes the editor will ask you to phone the referee’s institution to ask if s/he is in residence that semester. Most of the time, you or the editor will send these letters by e-mail. Be sure to record the information.

**D. When the referee report is received.** Look up ms. in Rolodex or waitlist. Write the log number on the letter, find the file, and put the report and file in the appropriate
section on the editor’s shelf. The majority of referee reports come by e-mail, so be sure
to save these reports in the Referee’s Reports folder on the hard drive. The editor will
decide whether to accept, reject, or ask for a revision of the paper. Mark this information
in the logbook, on the waitlist, and in the database.

E. When a paper is accepted

1. Envelope and letter. Type an envelope and an “Acceptance” form letter for the
author on bond paper. If there is more than one author, send the acceptance letter to
each author.

2. Publication agreements. Type a publication agreement for every author and print
two copies of each, one for the author to sign and return to DMJ and one for the author
to keep. Include these agreements with the acceptance letters.

3. Mail. After the editor signs the publication agreements and acceptance letter,
send them by first-class mail in the U.S. and Canada and by airmail overseas.

4. Record information

4.1. Mark the correspondence file with a big red A. Staple the correspondence
  together and file it with the current and accepted papers.

4.2. Mark the logbook entry with a big red A.

4.3. Mark the Rolodex card(s) with a big red A. Put the card(s) in the Rolodex file
  under the appropriate volume number.

4.4. Remove the submission entry from the waitlist, and add an entry to the “Papers
  accepted since . . . ” list in the Lists for Editors folder on the hard drive.

4.5. Make a manuscript coversheet for the copyeditors. Fill in all of the available
  information. Clip the sheet to the front of the final version of the ms.

4.6. Check the ms. against the acceptance checklist. If you need to ask the author
  for something, an e-mail message or phone call is preferred. You can add a handwrit-
ten “P.S.” to the acceptance letter if other means aren’t available. The most common
questions you’ll ask regard running heads and \TeX{} files. If there is no \TeX{} file for the
paper, ask the corresponding author to send one. If the title of the paper is more than 50
characters long, ask the corresponding author for a running head that does not exceed
50 characters, including spaces. (First check the paper to see if it already has a usable
running head.) Make a note on the ms. cover, with date, if you have made a query.

4.7. Make a production file. Put the authors’ names on the tab of an appropriately
colored folder, and put the ms. inside. (Manuscript folders for accepted papers are
color-coded by volume.) Place all the old manuscripts into this new folder and write
the received date on each revision. Place the production file in the correct filing cabinet
at the DMJ editorial office in Durham.

4.8. Determine the name of the final version of the \TeX{} file. Copyeditors are
instructed not to use an electronic file that’s undated, so this is extremely important. On the first line of the electronic file, there should be a percent sign followed by mail-header data, taken straight from the original e-mail message. If there is no mail-header, add a percent sign and type in the date received at the beginning of the \TeX file (i.e., \% received 11/12/98). Put the electronic file in the fetch folder for the DMJ editorial office to retrieve.

4.9. Finally, update the production schedule for the appropriate volume by adding the author(s), title, name of final \TeX file, received date, revision received dates, acceptance date, number of ms. pages, and country where author(s) lives. Periodically, send an updated production schedule to the DMJ editorial office. On the production schedule, place a star next to the author’s name when the editorial office receives the author’s publication agreement.

F. When a paper is rejected

1. Form letter. Using e-mail, send a “Reject” form letter to the author or type up whatever letter the editor writes out.

2. Referee’s report. Include any referee’s reports that the editor wants sent. Be sure to exclude any mention of the referee’s identity, such as an e-mail address or fax code (at the top of a faxed document). If you notice that the referee cites his own work within the report in a way that identifies himself (for example, “See my early work [EK]”), then consult the editor.

3. Record information

3.1. Mark the correspondence file with a big red \textbf{R} and record the relevant information. Staple the correspondence together and file it with the rejected files. Put the empty file folder with other folders to reuse. Recycle the manuscript paper. If the author sent a \TeX file, move that file to the rejected papers folder (“dmj.rejected”) on the hard drive.

3.2. Mark the logbook entry with a big red \textbf{R} and record the relevant information.

3.3. Mark the Rolodex card(s) with a big red \textbf{R} and file away in the rejected/accepted Rolodex card file.

3.4. Remove the submission entry from the waitlist and add to the “Papers rejected since … ” list in the Lists for Editors folder on the hard drive.

G. When revisions are requested

1. Form letter. Using e-mail, send a “Revise, please” letter to the author that the editor writes out.

2. Referee’s report. Include any referee’s report that the editor wants sent. Again, be sure to exclude any mention of the referee’s identity (see F.2).

3. Record information. Record this information in the correspondence file, logbook, and on the waitlist.
H. Processing a revision

1. Find ms. Look up ms. in the Rolodex or on the waitlist, and write the log number on the cover letter.

2. Record information. Mark that the revision was received in the logbook, on the waitlist, and in the database.

3. Acknowledge. Acknowledge receipt of the revision by e-mailing the corresponding author.

4. Editor notification. Put the folder on the editor’s shelf, or take action if he has already seen it.

I. Waitlist report and prompt letters. Every week, you should clean up the waitlist and print a report. The editor will determine which referees need prompt letters. If a referee report is long overdue, the editor will send the ms. to a new referee.

1. Clean up the waitlist by comparing the logbook and the waitlist for inconsistencies, because sometimes we forget to update them. If there is any question, get out the correspondence file.

2. Print a prompt report, make a copy for yourself, and leave one copy in the editor’s top tray. Be sure to mark which submissions have been with a referee for over three months.

3. Send “Did you receive?” form letter (in the DMJ Letters folder on the hard drive) to referees and editors if there is no response from them three weeks after a manuscript has been sent.

4. Send all “Prompt” and “Did you receive?” letters by e-mail, unless an e-mail address is unavailable.

5. Bring any unusual items on the waitlist to the editor’s attention.

J. Electronic mail. You are responsible for making sure every incoming e-mail message is promptly and appropriately acted upon. In some cases, you will respond to a message yourself. The editor often prints e-mail messages and responds to them when the secretary is out of the office, so you must always get confirmation from him or another staff member that a message has been taken care of. Be sure to record these actions when appropriate.

K. Preparing postal and courier mail

1. For UNC post office. All DMJ correspondence is sent by first-class mail in the U.S. and Canada and by airmail overseas. Simply address the envelopes and place the mail in the appropriate box in the UNC Mathematics Department office.

2. For Federal Express. DMJ occasionally sends manuscripts out by Federal Express. Always use a street address rather than a P.O. box, and always keep the pink
receipt (sender’s copy). Leave FedEx packages in the appropriate box in the UNC Mathematics Department office.

II. Journal Production

A. Preproduction

1. Once a paper is accepted, the secretary
   - makes a production file, including an in-house ms. cover sheet, and enters the paper onto the production schedule (see sample cover sheet and schedule in “Forms” section)
   - redirects mail (signed publication agreements, corrected proofs, or other communications) to assistant editor
   - e-mails the production schedule to the assistant ed. when a volume’s worth of papers is accepted
   - delivers newly accepted papers to the assistant editor.

2. The assistant editor
   - fetches the \text{T\LaTeX} file
   - checks that the date on the \text{T\LaTeX} file agrees with the acceptance date (or other date as noted on the cover sheet)
   - double-spaces and formats the file
   - makes sure publication agreements signed by each author are in the folder
   - checks figure quality (see “Figure quality guidelines” in “Forms” section)
   - determines if special treatment, such as typemarking, is necessary.

B. Production schedule maintenance

1. The assistant editor
   - adjusts production schedules as necessary (and informs secretary), and posts the schedules on editorial bulletin board
   - marks schedule when publication agreements are received
   - enters sent and received dates for mss. and proofs
   - determines which mss. will comprise an issue (gets managing editor’s approval).

2. The production coordinator
   - creates annual volume schedules with all relevant dates
   - attends weekly production meetings
   - creates a weekly production report and distributes it to the staff.

C. Editorial process

1. Before copyediting, each editorial assistant senior checks
   - that the date on the \text{T\LaTeX} file agrees with the acceptance date (or other date as noted on the cover sheet)
   - cover sheet and correspondence for updates, including address changes
   - formatting of \text{T\LaTeX} file (i.e., double-spaced, good margins, etc.)
   - to see if typemarking is required
   - the reference list on MathSciNet.
2. **Copyediting.** See “Copyediting” Section (I) of Style Guide.

3. **Querying authors**

3.1. Flag author and editor queries with Post-it notes. The query letter is sent by e-mail or fax (see sample letter in “Forms” section).

3.2. Ask the author how she wishes to receive proofs—as a .pdf file or hard copy. If by hard copy, ask the author to verify the mailing address and phone number on pub. agreement. Make a note of how proofs are to be sent on cover sheet and production schedule.

4. **Final steps**

4.1. Check ms. for receipt date, AMS Class. no., grant support footnotes on first page; references alphabetical by last name; author addresses on last page; figures clear; pages in order, none missing.

4.2. Copy the ms. Remove the in-house cover sheet and attach it to the copy. This and correspondence go back into the folder.

4.3. Type and print a cover form for typesetter (see example in “Forms” section). The left running head is author name(s):
   - single author: as it appears on title page of ms.
   - two authors: last name and last name
   - three or more authors: last name, last name, and last name
   right running head is short title (of 50 or fewer characters)
   Leave file name blank; Steve G. will fill it in.

4.4. Attach cover to original ms. and place in the designated tray.

**D. Shipping a batch of mss. to DocuTEXing.** Steve G. (or a designated ed. assistant) compiles and ships a batch of mss. to the typesetter (DocuTEXing) every two weeks. When a batch of manuscripts is ready to be sent to DocuTEXing, each ms. receives a number. Manuscript 1 in a volume is given the designation xx01, where xx is the volume number. For example, the sixteenth manuscript of Volume 99 will have the designation 9916, and the file name of the ms. should be changed to 9916.tex for transfer to DocuTEXing by ftp. On the shipping log, one should keep track of both the old and new file names so there will be no confusion. When we receive first proofs from DocuTEXing, our example file will be called 9916a.pdf. Other shipping duties:
   - Type a cover letter and print two copies.
   - Address a foreign Federal Express airbill to DocuTEXing.
   - Assemble package and leave for courier.
   - Staple together carbon copies of cover letter and pink slip from FedEx; put in production file.
   - Using Fetch, put \TeX files for each paper on the ftp site: ftp.docutexing.com; directory: dmj.
   - Write ms. numbers and date in appropriate columns on production schedule.
DocuTeXing notifies assistant editor by e-mail when mss. are received and when proofs are ready.

**E. Receiving and sending proofs**

1. **First proofs.** DocuTeXing posts proofs as .pdf files on their ftp site. Assistant editor (or designated ed. asst.) downloads them to the “DMJ proofs” on SG’s G3 computer (shared by all DMJ staff) and notifies authors that they’re ready. See “Proofreading” Section (V) of Style Guide for details.

1.1. **To send author proofs as a .pdf file.** Notify the author via e-mail that you are sending two .pdf files: one has the proofs of her paper, the other has proofreading instructions (available in “DMJ proofs”). The .pdf files are sent as an e-mail attachment. Ask author to notify us if she cannot read and print out the files, and we will send a hard copy.

We can also make the .pdf files available to authors on our web site. The files will not be linked to anything; we have to give the authors precise URLs to find and download them. That is, we must give them something like

http://www.math.unc.edu/~dmj/9712a.pdf

Just going to the DMJ home page will not allow an author access to the proofs or even let them know that they are there.

Print out two copies of the paper.

1.2. **To send proofs as hard copy.** Notify the author via e-mail that proofs are ready. Check the file folder to see if the copyeditor verified the author’s mailing address for proofs. If not, verify the address at this time.

Print out four copies of the paper. Send two copies to the author, along with the author’s proofreading instructions.

1.3. After proofs are sent to authors, you’ll have two extra printed copies, which are dealt with as follows. On one copy, write *dup* in red ink on the upper left-hand corner of the first page. This is sent to a freelance (or in-house) proofreader. On the second copy, write *master* in red ink on the upper left-hand corner of the first page. This is put in the file drawer to be crossmarked when proofs and author corrections are received.

1.4. Note on the production schedule how many pages each proof is.

1.5. Assistant editor assigns proofs to freelance or in-house proofreaders.

1.6. When first proofs are crossmarked, there may be additional author queries. This is a good time to ask the author how she wants the offprints divided among coauthors and to which addresses offprints should be sent.

1.7. Check the cover copy and table of contents (including volume contents and its cover for issue 3). Make a copy of the proofs to be kept in-house. Send original crossmarked proofs, toc, and covers via Federal Express to the typesetter.

2. **Second proofs and final revisions.** Seconds (and later revisions) are also posted on the ftp site. They are printed out and compared in-house to prior proofs. Make a
copy of the pages with corrections and FedEx the original corrections to DocuTeXing. When there are only a few, corrections can be faxed instead of shipped. When all corrections are made and verified, tell assistant editor. She will e-mail the typesetters and production coordinator that she is giving approval to send final files.

F. Postproduction

The production coordinator
- receives final files from typesetter and sends to printer (Port City Press)
- acts as liaison with printer, oversees quality of print job
- gives advances to assistant editor to check.

G. Offprints. Offprint orders are processed on the FileMaker DMJ database.

1. Get offprint information from authors. This is usually done in the proof stage, and either the assistant editor or proofreader asks authors how they want the 100 free offprints divided and where they want them sent.

2. When second proofs arrive, the second proofreader reads the proofs and then bundles up the manuscripts and correspondence. During this stage, the offprint information is transferred from the correspondence (usually an e-mail print-out) and written on the back of the Rolodex cards. These are kept in order by volumes and issues and should be updated when there is a change. It is important to write down e-mail addresses on these cards for future reference. When you write the offprint information on the cards, also record the DMJ volume and issue number, year, and page numbers. Check the title to make sure it hasn’t changed. For a correction, write down all of this information on a piece of paper and keep it with the cards from the same issue. The DMJ secretary will transfer the information from the paper to the original paper’s Rolodex card so that paper and correction information are kept together. If there is no offprint information, the corresponding author must be contacted by e-mail and asked for this information. If the author does not respond, then the offprints have to be sent to the corresponding author’s address listed at the end of her paper.

3. After the offprint information is recorded on the cards, input it in the rolodex part of the database.

4. Once the advances for the issue have arrived, it is time to process the offprint request information. It is not always obvious that the advances have arrived, so make sure you’re on the lookout for them or for the actual mailed issue. These are the only reminders that it is offprint time.

4.1. Check page numbers and titles on the cards with corresponding information in the issue itself.

4.2. Check the publication agreements and make sure they are all in.

4.3. Open up the database, then the rolodex. Browse rolodex.

(i) Once in the rolodex, find all authors. You can find multiple names by searching by last name, then typing apple n (which stands for next). First, we process the
redbooks, which allow each author to receive a complimentary copy of the issue. The complimentary copies are either sent with the offprints or separately if an author is not receiving offprints directly. Therefore, at this point we make all of the labels for both offprints and complimentary copies. The best way to do this is to view the found records as a list. Sort the found records by last name. Go to “6 labels to page” and click work in the box on left for each author. Print the labels.

(ii) Go to “Redbooks (W).” You will have to fill in the information here. Send domestic shipments by 15–30-day mail and all international shipments by global mail. Make sure to select horizontal under Page Setup (this will be the same for the next two steps, as well). Print the redbooks.

(iii) Next, omit (under the Select menu) all authors who are not receiving offprints. Go to “Offprint photocopy.” Under Pages, fill in the DMJ issue number and the pages that the paper appears on (for example, DMJ 94:3, pp. 509–542). Also, fill in the number of copies that each author will be receiving (always 100 if there is only one author or one author is receiving all offprints). Print the offprint photocopy.

(iv) Omit all authors with foreign addresses. Go to “Work order (W).” Under Requested By, put DMJ. Under Description of Work, put, for example, 100 offprints of DMJ 94:3, pp. 509–542 by UPS. Under Shipping instructions, select 15–30 days. Print.

4.4. Make three photocopies of publication agreements and offprint photocopies and give the whole batch (publication agreements, offprint photocopies, redbooks, work orders, and labels) to Annie.
IMRN PROCEDURES MANUAL

I. Refereeing Process

Rapid publication. Because IMRN is all about rapid publication, it is important to make sure papers get to referees as quickly as possible. Sometimes sending papers out to referees is delayed for some reason or another, but these situations are not common. Morris also makes sure that things are done as quickly as possible by prompting and calling the secretary frequently.

Take good notes. As with DMJ, we keep all of the correspondence we receive (usually a printed e-mail message). As for correspondence we send, although there are some standard messages (acknowledgments, accepted letters, referee letters), we usually write down in full the message we send to the author and do not print an additional copy to file. We date and initial any handwritten messages in the paper file. Just to be sure, we DO cc to our address each e-mail message we send out. These cc’ed messages are then thrown away after a couple of months or after we are sure the information is recorded in the paper file.

A. Logging a new submission

1. Log number. When we first receive a new submission, we give it a log number. A new number is, for example, 80701, where 8 is for the year (1998), 07 is for the month, and 01 is for the first submission received that month.

2. Red folder. Each paper gets its own red folder with a white sticker for the tab. Write the author(s) last name and the log number on the sticker.

3. Save \TeX file. Usually we receive papers by e-mail. Save the \TeX file under the log number with the .tex tag. There are a couple of snags with Morris’ current e-mail. When you open his e-mail, you see the following:

N 53 steen@math.wright. Tue Jul 14 13:28 1554/63763 Re: IMRN article

The numbers in the middle (1554/63763) have to do with the size of the file. The second number is long, so you know that the file is large and is usually a \TeX file. If you open the message, telnet scrolls to the bottom and you won’t be able to read the message. So, save the message as follows:

At the ? prompt, type s53 80701.tex and hit return.

“s” is “save” 53 (message number 53) as 80701.tex. After you hit return, it shows that it has saved this message as a new file or as an update of an old file, named the same thing. It also says how many bytes are in the file. Once you save the message, you retrieve it from Fetch and open it up in Alpha. Then you save any message that was at the beginning of the file and process the \TeX file. Sometimes authors send a message in one file and the \TeX file in the next, and sometimes they combine them. Once you’ve \TeXed and printed the paper, you can move on to the logging process.

4. Logbook. The information about the paper should be recorded in the log book,
as well as on the cover sheet (author’s message) for the paper. You will already have
assigned the paper a number, which is recorded in the logbook and on the cover sheet.
Then write down the received date as (R1Jul98) in both the logbook and on the cover
sheet. On the cover sheet, also write down the \TeX{} file name. Sometimes there are
multiple files, and it’s a good idea to write all of that information down. In the logbook,
also write the author’s name(s) and the title of the paper. At this point, contact Morris
and let him know there is a new paper. Log the paper on the IMRN waitlist and database.

5. On the rare e-mailless occasions. Sometimes we’ll receive a paper by regular
mail. We immediately ask for a \TeX{} file when we acknowledge the submission. Very,
very rarely we receive a paper that doesn’t have a \TeX{} file. Then we use FedEx or fax
to make sure things happen quickly.

B. Sending a paper out for refereeing

1. Discussion with Morris. Morris will want to know the title of the paper and the
author(s). He will also want to know if the paper was sent to an editor. If so, Morris
sends a message to the editor about the paper. (Sometimes, an editor sends in someone’s
paper and recommends it for publication. When this happens, we say that the editor
communicates the paper. This information is also noted in a footnote on the first page
of the paper when it is published. Also, if an editor plays a major role in the refereeing
or solicitation of a paper, then the editor can choose to communicate the paper when it
is accepted for publication.) If there is no editorial connection to a paper, Morris asks to
see the paper. If he is at home, we fax him a copy. He usually knows something about
the field or he checks the references to see who is cited there. He either rejects the paper
immediately (due to “publishing limitations”—“reject publim.”), sends the paper to an
editor in the same field, or sends it to a referee if he knows a good one. He may ask
the editor to merely suggest referees, to give a brief opinion of the paper, or to referee
the paper him/herself. Morris generally dictates whatever message he wants to send to
the editor. If Morris wants to send the paper to a referee, he gives the referee’s name
and says how many weeks to give them. This means that you find the referee’s address
(there are many ways to do this), send him/her the IMRN referee letter, and give him/her
x weeks to referee it (there is a place for this information in the letter). After you fill
out the referee letter appropriately, you copy and paste it into an e-mail message. The
\TeX{} file is attached with the command “\texttt{\∼r 80701.tex}”. Morris will sometimes send a
paper out to more than one referee.

2. Morris signatures. If Morris doesn’t know the recipient of a letter, he signs it
“Cordially yours, Morris Weisfeld, Managing Editor, IMRN.” He often signs a letter of
thanks with “With many thanks, Morris Weisfeld” or just “With many thanks, Morris”
if he knows the person. If he knows the person, he may ask you to sign the letter “With
best wishes, Morris” and sometimes even “With best wishes and many thanks, Morris.”
On rare occasions, he will sign the letter “With best regards, Morris Weisfeld.”

3. Further logging. After you send the paper out, record the information in the
log book, waitlist, database, and on the cover sheet. Morris might also tell you to
acknowledge (“ack”) the paper, which is also a standard letter. Morris only tells you
to do this if he thinks the paper will go through the normal refereeing process and will not be rejected soon. If it is pub-limmed, then it is not acknowledged.

On the IMRN waitlist, record the appropriate information about the paper and print a new copy of the waitlist, if needed or desired. You will also make a Rolodex card for the paper. We make Rolodex cards for all papers and authors so that we have an alphabetized record of all papers, author addresses, and outcomes. (Acceptance, withdrawal, and rejection are recorded on the Rolodex cards, as in the logbook, with a large red $A$, $W$, and $R$, respectively.) The instructions for making cards are discussed in I.A.7 of the DMJ Procedures Manual.

C. Active papers

1. Referee’s reports and revisions. When a referee’s report arrives, $\text{T\LaTeX}$ it, if necessary, and print it. Morris will want to see the report and make a decision based upon it. Often, he asks the author to revise. To send the report, copy it or save the $\text{T\LaTeX}$ file without any trace of the referee’s identity. Morris will give you a message to the author to send with the report. Morris also thanks the referee, unless the paper was refereed by an editor. If Morris does not mention thanking the referee, it is a good idea to ask him if he wants to. The same is true for acknowledgements or any other more standard letters.

When a revision comes in, name the $\text{T\LaTeX}$ file appropriately ($80701\text{rev.tex}$), process it, print it, and let Morris know it has arrived. If you are pretty sure it is the final revision, you can wait to print it double-spaced to save on paper. Morris won’t always want to see the revision, unless there were major parts revised.

D. Final actions

1. Rejection. If a paper is rejected, we send a letter to the authors, dictated by Morris, and we often send them the referee’s report. Then the paper itself is recycled and the $\text{T\LaTeX}$ file is deleted. The correspondence is stapled together and marked in the top right-hand corner with the log number and a red $R$. The correspondence is filed with the other rejected papers for that year. The logbook is marked with the red $R$, as is the Rolodex card, which is filed with the other “finished” cards. (Once a paper has been rejected, withdrawn, or published, the card is put in the finished file. Cards for active papers or papers still in the editorial process are kept in the small Rolodex.) Remove the paper from the waitlist. Make sure the database is also updated appropriately.

2. Acceptance. If a paper is accepted, we send the author one of two acceptance letters. One letter (accept) is for authors who have not yet sent in the submission form (imrnform.tex), and the other letter (accept.dontneedform) is for those who have. For authors who have not yet sent in the submission form, the accept letter tells them what to do with the submission form that you have attached to their acceptance letter. Use the attach command (\~r) and send them imrnform.tex. They $\text{T\LaTeX}$ and print the form and then return it to us by fax. If they can’t process the form for some reason, they’ll let us know and we send them a form by fax. Upon acceptance, remove the paper from the waitlist, and update the database. Place the $\text{T\LaTeX}$ file in the accepted imrn folder on
Morris’ hard drive.

After the official acceptance of a paper, you make a cover sheet for the paper. This is called the ms_checklist.doc. For the running head, use the entire title unless it is over fifty characters long. In that case, you will need to get a running head from Morris. He sometimes asks you to get it from the authors, in which case you may ask the IMRN copyeditor (hereafter referred to as Jenny) to do this, since it is more of an editorial concern and fits in well with other editorial questions that she sends out. As with a rejected paper, staple together the correspondence, but mark it with a red A and file it in the accepted papers folder. Also mark the Rolodex card(s) with an A and place them in the appropriate spot in the active Rolodex folder. Make sure that revisions are appropriately marked and dated. If the references are in order, print a double-spaced copy for Jenny. If not, let her know and she will fix them during the copyediting stage. Often, after a paper is accepted, the author will send in a revised version (not officially recorded as a revision). The author may also send information about their whereabouts for proofs and so on. Make sure Jenny gets a copy of such messages, since she will be the one corresponding with the authors in the future.

3. Withdrawal. Every now and then, an author or Morris himself may withdraw a paper from IMRN. This happens when a paper cannot be refereed (when it goes to several potential referees and none of them can referee it) or when someone thinks that the revisions necessary are major enough to require withdrawl and resubmission.

II. Editorial process

A. Copyediting

1. Early production. Production begins on a manuscript as soon as possible after it is accepted. A manuscript is rarely sent to the typesetter on the same day it’s accepted, but it does happen. Thus the IMRN copyeditor immediately checks the ms cover sheet to see the status of the TeX file and possible figure problems. The copyeditor must process the TeX file for double-spacing, margins, and reference format.

   All articles are submitted in TeX. Articles not submitted in TeX rarely make it to the refereeing stage. However, should an accepted article not be in TeX, we send it to the typesetters and they set it from the hard copy.

   Standard grammatical and stylistic changes are marked in red pen. Also marked:
   • received/revision received date and “Communicated by” footnotes
   • author addresses
   • figures or tables
   • acknowledgments of any kind to be moved to acknowledgments section, which comes just before the reference section.

   Copyeditor marks:
   • A-heads, B-heads, and C-heads
   • theorems, proofs, and so on; if unusual, give directions (“Set as Theorem” or “Set as Remark”).
2. **Typemarking.** The copyeditor does not mark nearly as much type for IMRN as for DMJ, since it is already in code. The copyeditor needs to be familiar with \TeX\ in order to know what won’t change automatically with the typesetter’s macros. These items may include:
- change math to roman or vice versa
- larger brackets needed in math displays
- nonstandard math characters
- nonstandard author macros
- remove or insert extra spaces.

3. **Queries.** The copyeditor queries the author via e-mail to see if any content changes are needed, if anything is unclear, or if anything is missing. Also, the copyeditor asks the author if the address is correct for sending the first proof.

4. **Ms. to typesetter.** The manuscript is FedExed to the typesetter with a manuscript cover sheet. The \TeX\ file is named by author (author.tex), sent as an attachment, message labeled “author.tex”, and e-mailed to the typesetter.

5. **Management of production schedule.** The copyeditor has her own production schedules, in addition to those of the production coordinator. Each issue has approximately seventy-five to eighty-five double-spaced manuscript pages. These will set to around fifty to sixty pages per issue. If there are more than sixty pages, problems arise because of the saddle-staple binding we use.

   The copyeditor also tracks receipt of the copyright form, as well as the sent and received dates for the manuscript, first proof, second proof, revisions, author’s alterations, disks, and \pdf\ files.

### B. First proof

1. **First proof.** Because manuscripts are sent as they become available, first proofs usually arrive in batches by FedEx two business weeks after the typesetter received them. The copyeditor may wish to contact the author if they are not expecting the proofs or if they are in unreliable FedEx territory like China or Israel.

   Then the copyeditor:
   (1) compares the proof to the manuscript to be sure all corrections are made
   (2) checks items commonly in error (see proof list)
   (3) reads through the article
   (4) sends any further q’s to author via e-mail
   (5) may prompt author to return proofs ASAP.

   Then the production coordinator proofs it and checks for production-related errors that the copyeditor may be unaware of. If there’s time, a third person can be asked to proof it.

2. **Crossmarking.** When all proofs are read, all authors’ corrections are in, and all questions are answered by authors and editor, the copyeditor combines all marks onto the masters, noting AA’s and PE’s.

3. **Order.** The order is determined by placing the earliest received/revision received
date first. If two articles have the same date, go by alphabetical order. The articles are put in order and pages are renumbered.

The corrected first proofs are FedExed to the typesetter.

4. Table of contents. The production coordinator copies titles and authors from first proofs and makes the back cover. The copyeditor checks for changes to the titles and adds page numbers. The production coordinator creates covers 1, 2, 3, and 4 (2 and 3 usually can be copied from last issue) in Quark and takes them to Azalea for Linotronic negative output (“negatives”). A year-long table of contents is printed in the final issue of the year. Each “issue” table of contents can be added to the cumulative volume contents gradually. This is done by the copyeditor.

C. Second proof and final revisions

1. Second proof. Second proof arrives by FedEx in a week. The copyeditor checks the corrections and reads the proofs one more time. If many changes were made to an article in first proof, the copyeditor may fax some or all pages to the author to check.

2. Final corrections and disks. The copyeditor marks pages needing final corrections and faxes those pages only to the typesetter, who makes corrections and faxes back final revised pages (“revisions”) one to two days later. When final revisions are approved, the copyeditor faxes the approved cover for the issue to the typesetter and asks for disks; the typesetter generates PostScript files and sends them to the copyeditor by FedEx. The PostScript files can be sent by modem, but they are very large and it is time consuming. In the future, we may purchase all the necessary Blue Sky fonts in order to make final corrections and generate PostScript files here at the Press.

If everything runs smoothly at this stage, the PostScript files may arrive the day after the second proof arrived, but typically it takes two days.

D. Putting the issue to bed

1. Cover. Some time around or after first proofs, the copyeditor gives the duplicate copy of proofs to the production coordinator. She makes a draft of the cover and gives it back to the copyeditor for corrections and pagination. When the copyeditor requests disks, a fax of the final cover should be sent immediately to the typesetter. Only the outside cover needs to be sent unless there are changes to the inside cover. On that day, the production coordinator takes the cover file to a graphics shop to have negatives made.

2. Offprints and complimentary copies. On or before the day the issue arrives, the copyeditor needs to supply the production coordinator with redbooks and submission forms so that the production coordinator can generate the offprint orders. The production coordinator orders 100 offprints for each corresponding author. The printer mails the offprints to the authors. After the printed issue arrives in the warehouse, the production coordinator sends over the redbooks and the warehouse mails complimentary copies of the issue to the authors. Each author gets only one complimentary copy.

3. Labels. The production coordinator tells the journals fulfillment department to
have labels printed, which is actually done by the Press’s data-processing specialist. Labels are requested on the day the issue is sent to the printer.

4. **Printing the issue.** The production coordinator decompresses the PostScript files and prints them to be sure they are OK. Then she takes the files and a copy of the printed pages to the printer along with the offprint orders. Proofs usually arrive within two days. Changes can be made at this point, but they require new PostScript files or negatives. Advances will arrive within seven working days from the day the issue was taken to the printer. The production coordinator approves mailing of the issue by phone and/or fax. The printer mails subscriber copies first class (foreign copies go airmail) and delivers all extras to the warehouse.

There are twenty-one issues a year at this point (July 1998) and that number grows every year. Production is very rapid!!

Forms used by IMRN:
issue production schedule (production coordinator keeps a more detailed schedule)
ms checklist
figure form
cover form
prooflist
offprint forms
author instructions and proof sample
letter to Lori Pickert (Archetype)
preprinted FedEx airbill
STYLE GUIDE

1. COPYEDITING. For whatever is not covered here, refer to The Chicago Manual of Style or ask the assistant editor. Duke University Press’s dictionary authority is Webster’s Ninth New Collegiate Dictionary. If that is insufficient, refer to Webster’s Third New International Dictionary. Mathematical terminology is not always found in these dictionaries. Check the in-house math. terms list, the Mathematics Dictionary by James and James, online on MathSciNet, or with the journal editor.

A. DMJ layout style. See “Forms” section of Manual for a sample first page.

1. Title. The title of the paper should be marked with the word title encircled in the margin and with an arrow pointing to the title. It is set in all caps.

2. Author. The author’s name should be marked likewise with an encircled author. Delete “by” before and any footnote marks after the author’s name.

2.1. Authors’ names are in all caps; the “and” between their names is in small caps.

2.2. If there is an appendix by someone other than the author(s), “APPENDIX BY [NAME]” is on the line following the author’s names and is in all caps, same font as authors’ names. See more below (§12) and in the DMJ specs in the appendix of the Manual.

3. Dedication. Dedications are centered, in italics, after the author’s name. They should begin “To … ” (not “Dedicated to … ”).

4. Epigraph. (Quoted material: this is rare.) These are set in italics, with both right and left margins indented. The epigraph’s citation appears in roman on the line after the epigraph’s last line on its right margin, preceded by a 1-em dash. (See Chicago 10.33.)

5. Abstracts. Delete abstracts, but always tell the author first and ask if there is information in the abstract he wishes to incorporate elsewhere.

6. Table of contents. We use a toc only for long papers (but if the author has provided one for a medium-sized paper, we will probably keep it). If the author provides a toc for a relatively short article, ask if we can delete it. If the article is quite long and the author has not provided a toc, we may wish to add one. Check with the assistant editor and then with the author.

6.1. The word “Contents” is centered and in csc.

6.2. The toc is numbered, with the lines aligned on the periods that follow the numbers. (Follow author’s numbering scheme.) There is a dot leader between the heading and the beginning page number of each section (and subsection). Strike out the page numbers and write “000”; page numbers are inserted in proofs. It’s not necessary
to include all subsections, especially if paper is very subdivided.

6.3. For proper spacing, see the outline style as shown in Chicago 8.79 or our sample first page.

7. Footnotes. At the bottom of the page in “footnote” style (and indented), put the following information in this order. (For foreign language papers, see French Manuscripts (III)):

- Date of receipt of the paper and, if revised, date of receipt of last revision:
  Received X July 1998. Revision received X June 1999.
- AMS Subject Classification Number(s) (get from author):
  1991 Mathematics Subject Classification. Primary XX22; Secondary XX333.

Ask the author to tell which are primary and which are secondary.
- Grant support information (not in IMRN). Spell out abbreviations of funding institutions. Lowercase words like “grant number” if not part of title. We use a telegraphic verb style (“Smith supported by”). For regular footnotes, indent and use a superscript number with no period after. It is not necessary to request grant information from an author.

8. Headings

- All headings are indented.
- Capitalize only the first word and proper nouns (sentence-style capitalization). If there is a phrase following a colon, the first word is capitalized. Example, “1.2. Lifting of conjugacy: After Serre’s theorem.”
- Mathematical notation follows its own conventions; that is, math. in headings should appear as it does in the body of the text (not in bold if not meant to be bold mathematically speaking).
- There is a blank line before and after each section.

8.1. Section headings (#1 head)

8.1.1. May begin with “§” or nothing but the number, but make this consistent throughout the paper. Starting with “§0” is weird, but OK.

8.1.2. Number and text of heading are boldface followed by a boldface period.

Example:

1. First section.

8.1.3. The first paragraph runs into the #1 head. However, if a subheading (#2 or #3 head) comes immediately after the section heading, put one blank line between the sections and do not put a period at the end of the #1 head.

8.2. Theorem headings (#2 head)

8.2.1. “THEOREM,” “PROPOSITION,” “PRINCIPLE,” “CONJECTURE,” “COROLLARY,” and “LEMMA” are in csc. “CLAIM,” “ASSUMPTION,” and “ASSERTION” are usually set in
csc if they have proofs (or if author says proof is implied). “ALGORITHM” is set this way but has its own computeresque language (see Bergeron and Sottile in DMJ 95:2):

**Algorithm 0.0.1** (Produces a chain in the $k$-Bruhat order). We have

input: Permutations $u, w \geq S$ with $u < k - 1$.

output: A chain in the $k$-Bruhat order from $w$ to $u$.

8.2.2. Number 2 heads are followed by a period. Any parenthetical element of the heading is in roman and precedes the period. **Corollary 4.3** (Kaufman’s corollary). If only a reference is given, it is in brackets without parentheses, for example, **Lemma 2.1** [B, Theorem 3].

8.2.3. Text of the lemma, corollary, and so on, is in italics. This includes mathematical acronyms (like “PDE”), numerals that stand for words (“1-dimensional,” “of order 2”), numbered elements cited in the text (like “Theorem 1(a)” and “equation (15)” — but see 8.2.4), and reference citations. Exceptions are mathematical functions (“log,” “Hom”) and mathematical notation that should not be italic (i.e., $k > 2$ — here $k$ is in italic because it is a mathematical variable).

8.2.4. If the lemma is divided into parts but has an introductory statement or section, then the numbered parts each start their own paragraph. If they are incomplete sentences, then they are aligned and do not run flush left. (See 9.4.1.)

8.2.5. If the statement is broken into parts, the labels for the parts are in roman, for example, “(1),” “(a)” and so on.

8.2.6

**Example:**

**Lemma 2.5** (Wahl’s list [5]). (1) The space $\{\tau_0\}$ has a VPA structure, as in Definition 2.3, with the $\delta$-linearity condition (4) on $P$.

(2) Then we have the form $\{r(x)n = (\text{Ad}(n)(x))n_+\}$.

8.3. **Proof headings** (#3 head)

8.3.1. “Proof,” “Acknowledgement,” “Remark,” “Definition,” “Notation,” “Question,” “Case,” and “Example” are in italics (including the number) and followed by a period. Any parenthetical element of the heading is also italicized. But a reference (in brackets) is in roman. So: **Remark 2.1** (Goldbach’s conjecture [G1]).

8.3.2. The text that follows is in roman and is run in.

8.3.3. Sometimes an author has numbered paragraphs that begin with an italicized word, often “Case” or “Example.” There is not a blank line between these items. So:

**Proof of Lemma 1.2**. We consider the following three cases.

Case 1. $G = \text{GL}(2, R)$. Description of this case, which goes on for a full paragraph.

Case 2. $G \geq \text{GL}(2, R)$. And so on . . .

8.3.4. **Note added in proof.** If the author wants to add a note in proof, it is given
9. Lists

9.1. In general, use the author’s numbering scheme.

9.2. The numbering of lists should be set in roman, whether the content of the list is.

9.3. Complete half-parenthesized numbering; that is, change “1)” to “(1).”

9.4. Each item in a list should be indented.

9.4.1. If the list is part of the idea that precedes it, then use a hanging indent.

Example:

**Proposition 2.1.** For any field $k$ and any commutative ring $R$, one has that
(a) $\text{Chow}(k, R)$ is a rigid tensor additive category;
(b) for any smooth projective equidimensional variety $X$, there is a canonical isomorphism in Chow;
(c) for any smooth projective variety $X$ over $k$, there is an isomorphism $A(X)R = \text{Hom}_{\text{Chow}}(R[n], [X])$.

9.4.2. If each item is a new idea and a complete sentence, then give each item a regular paragraph indent. (In this case, if there is a paragraph heading, (e.g., “Theorem” or “Proof”) run the first item in the list into this heading.)

Example:

**Theorem A.** For every $k > 2$, there exists a minimal surface $S_k$.
(i) $S_k$ is conformally equivalent to $S_k \setminus \{P\}$.
(ii) $S_k$ intersects the $(x_1, x_2)$-plane in $k$ straight lines that meet at equal angles at the origin.
(iii) The dihedral group $D(k)$ acts on $S_k$ by reflections around these lines, and these reflections generate the group of symmetries of $S_k$, $\text{Sym}(S_k)$.

10. Tables

10.1. A table is preceded by the word “TABLE” in csc, 8 pt., followed by the number, and centered (no period).

10.2. Table title or caption (if any) goes on the next line. It is in roman, 8 pt., and centered (no period). Use headline-style capitalization. See p.426 of Chicago.

10.3. The table should be placed as close as possible to its first text reference.

10.4. See Chapter 12 of Chicago for more information.

10.5. Example:
### Table 1

Examples of Cohomology Theory

<table>
<thead>
<tr>
<th></th>
<th>$\Omega$</th>
<th>$k$</th>
<th>$H^s(X)$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betti cohomology</td>
<td>$\mathbb{C}$</td>
<td>$\mathbb{Q}$</td>
<td>$H^s(X(\mathbb{C}), \mathbb{Q})$</td>
</tr>
<tr>
<td>étale cohomology</td>
<td>arbitrary</td>
<td>$\mathbb{Q}_\ell$, $\ell \neq \text{char}(\Omega)$</td>
<td>$H^s(X_{\text{ét}}, \mathbb{Q}_\ell)$</td>
</tr>
<tr>
<td>de Rham cohomology</td>
<td>$\text{char} = 0$</td>
<td>$\Omega$</td>
<td>$\mathcal{H}^s(X_{\text{Zar}}, \Omega_{X/\Omega})$</td>
</tr>
<tr>
<td>crystalline cohomology</td>
<td>$\text{char} \neq 0$</td>
<td>$\text{ff}(W)$</td>
<td>$H^s_{\text{crys}}(X/W) \otimes_W k$</td>
</tr>
</tbody>
</table>

### 11. Figures

11.1. A figure is followed by the caption “Figure” in csc, 8 pt., followed by the number, and centered under the figure. There is no period after the number unless followed by a caption.

11.2. If there is a caption, the figure number is followed by a period and the caption is run into it. The caption is in roman, 8 pt., and is not followed by a period.

**Figure 1.** Circular permutation on the bands attached to a coupon

11.3. If there is a legend (that is, a complete-sentence explanation) the caption is followed by a period and the legend (roman) is run into it and indented left and right.

**Figure 9.2.** Realizations of $D$ and $D'$. In these objects a high degree of finish is noticeable.

11.4. It is OK to abbreviate as “Fig.” when a caption or legend follows or if there are a lot of figures. (But be consistent.) In text, spell out as “see Figure 2.”

11.5. The figure should be placed as close as possible to its first text reference.

11.6. See “Figure quality guidelines” in Section IV of the Style Guide and Chapter 11 of *Chicago* for more information.

### 12. Appendices

12.1. There are two types of appendices—those by the author (see Aizenman and Burchard in *DMJ* 99:2) and those by someone other than the author (“third party”) (see Griess and Ryba in *DMJ* 94:1 and Kondo in *DMJ* 92:3). See *DMJ* specs for complete treatment.

12.1.1. If there is only one appendix by the author, the word “Appendix” appears centered and in csc, 10 pt. If there is a title, add a colon after “Appendix” and run in the title, csc, centered.

12.1.2. If there is more than one appendix by the author(s), write “Appendices” as above; then Appendix A (with title), is treated as a #1 head, and so on.
12.1.3. When the appendix is by someone other than the author(s), write “APPENDIX: [TITLE]” and on the next line author’s name in caps.

12.2. The appendix goes before the reference list, unless a third-party appendix has a separate reference list, in which case the appendix appears after the author’s reference list.

13. References. The word “REFERENCES” is centered and in csc. There is no period. Our reference style is described in Section I.B., where there is also a sample reference page.

14. Author addresses

14.1. Addresses are given at the end of the paper, in csc and indented. Spell out university names, streets, state names, countries (except U.S.A. is OK). There is no period at the end.

14.2. If there is more than one author, the last name precedes the address for each. However, if all authors are at the same place, write the address only once and do not list the authors’ names; their e-mail addresses can go at the end, separated by semicolons.

14.3. If author has an e-mail address but does not include it at the end of the page, ask before adding it. It goes at the end of the address and is preceded by a semicolon. Don’t break an e-mail address with a hyphen if it doesn’t fit on the line.

14.4. When an author wants more than one address included, if there is more than one author, the second address is run in and preceded by a semicolon:

Smith: Department of Mathematics, Princeton University, Princeton, New Jersey 38201, U.S.A.; Current: Facultad de Física, Universidad Católica de Chile, Casilla 6177, Santiago 22, Chile

Jones: Department of Mathematics and Statistics, Smith College, Northampton, Massachusetts 00107, U.S.A.; ejb@math.smith.edu

If there is only one author, then “CURRENT:” on a new line is better:

Department of Mathematics, Princeton University, Princeton, New Jersey 38201, U.S.A.
Current: Facultad de Física, Universidad Católica de Chile, Casilla 6177, Santiago 22, Chile

B. References. Our reference style follows a combination of Mathematics into Type, The Chicago Manual of Style (14th ed.), and the quirky styles of past and present assistant editors. Mathematical Reviews is the final arbiter on how to abbreviate journal titles and series; see the appendix for the list. See also “Cite-checking tips” and the sample reference page in the Forms section of the Manual.

For more information or examples of things that are not addressed here, see Mathematics into Type 6.6 and Chicago 15.223–15.229 and 16.26–16.133.

1. The word “REFERENCES” is centered in csc. There is no period.
2. The abbreviation of each reference, set on the left margin, is enclosed in brackets and is in roman type. There are no spaces or hyphens within the abbreviation, for example, [19], [MoSt], and [RB3].

2.1. The list can be numbered or use letters from author’s last name, as long as it’s consistent.

2.2. The list is arranged alphabetically by author’s last name—not the abbreviation in brackets. Here are some unusual names and how to alphabetize them.

M. BEN AYED B
A. D’AGNOLO D
M. de JEU d
DRINFEL’D D
HARISH-CHANDRA H (no first name given)
NETS HAWK KATZ K
T. MONTEIRO FERNANDES M
NGO BAO CHOU N
T. NGUYEN QUANG DO N
J. F. VAN DIEJEN v
P. VAN MOERBEKE v
J. VON NEUMANN v

3. Author. The following holds true for all reference forms—journal, book, preprint, and so on.

3.1. Author’s name is in csc, with first name or initial first.

3.2. A single-author entry comes before a multiauthor entry beginning with the same name.


3.3. A 3-em dash replaces the name of the author for successive works by the same author or set of authors. If another author is added, however, the original author’s name must be repeated.


The 3-em dash may be used for a group of authors of successive works, as long as the authors are given in the same order for each work.

3.4. All works attributed to one author or set of authors should be listed together in chronological order, earliest to most recent. If more than one work is published in the
same year, the order is alphabetical by the first letter of the title (with this exception: an unpublished work (including a thesis) is last).


3.5. When two or more papers by the same author are listed in one reference, do it like this:


3.6. Do not use “et al.”; list all authors.

3.7. Editor or translator

3.7.1. With an author of a book (*Chicago 15.97* (modified)):


3.7.2. When article is part of an edited or translated work (*Chicago 15.122* (modified)):


4. Journal articles

4.1. The titles of articles are italicized and followed by a roman comma, with only the first word and proper nouns capitalized.


4.3. The journal volume number is in boldface, followed by the year of publication in roman in parentheses, followed by a comma and the page numbers of the article (which are separated by an en dash).

4.4. For an article that is in the process of publication: *Author, Article title*, to appear in Journal. (Include volume and year if known.)

4.5. Cite a correction to a paper as follows:


4.6. Cite a translated paper as follows:

4.7. Cite an appendix by a different author in the same cite:


5. **Books.** Facts of publication are listed in the order below. Each element is set off by commas. See also *Chicago* 15.77 and *Mathematics Into Type* 6.6.3.

5.1. **Title.** A book title is set in italics, with headline-style capitalization (see *Chicago* 7.127).

5.2. **Volume.** If there is a volume number, it is abbreviated “Vol.” and set in italics.

5.3. **Edition (if not the first).** It is abbreviated and in roman (“3d ed.,” “rev. ed.”).

5.4. **Publisher.** Use the abbreviated form. Do not include “Pub. Co.,” “Ltd.,” or “Inc.”

5.5. **City of publication.** Include the state only if the city is not well known or if there could be confusion. Write state abbreviations closed, such as N.J. Abbreviate states according to *Chicago* 14.17. If two or more cities are listed, use the first.

5.6. **Year of publication.** Follows city of publication without parentheses in roman.


6. **Series**

6.1. When a monograph is part of a series, the book title is as in 5.1 above.

6.2. The series title is in roman type and is followed, without a comma, by the volume number in boldface type. Abbreviate as in 4.2 above.

6.3. Publication facts are as in 5.4–6 above.


7. **Paper in a collection, published symposium proceedings, book chapter**

7.1. The paper or chapter title is in roman type and in quotation marks. It is followed by the word “in” without a comma.

7.2. The book title is in italics.

7.3. Other publishing facts follow the rules outlined in Section 5 above, except that page numbers must be included:


7.4. For proceedings, include the place and date where the symposium was held. This follows the book title, is also in italics, and is in parentheses:


8.1. Titles of foreign works are capitalized according to the rules of their language. Journal names use headline-style capitalization, however.


8.2. If the title of a foreign language work is given only in English, specify the original language after the title in roman and in parentheses. If the work has been translated, include that information.


8.3. We normally don’t include the English translation of the title, but if the author insists, the translation follows the title in brackets and in roman type:


9. Dual cites. (See Chicago 15.124, 15.223.) When a source is old or difficult to find (e.g., in Russian), it is desirable to indicate that it is published elsewhere. The source that the author consulted is listed first (ask author):


10. Unpublished works. For dissertations, preprints, and papers read at meetings (but not published as proceedings), use csc for author and italics for title (as per journal articles).

10.1. Ask the author to provide the year of completion, presentation, or circulation. If no year is known, that work is placed as the last reference by that author.


11. Computer programs and electronic documents. References to computer software are best made in the text, perhaps with details cited in a footnote. Below are some different examples of citations in the reference list. See also Chicago 16.208–16.209.

Software:


Documentation:


Program:

12. Problematical references. The following references are not covered satisfactorily in the Mathematical Reviews (MR) abbreviation list.

12.1. Astérisque. Astérisque publishes papers in two forms: (a) as a complete monograph that comprises one entire issue, or (b) as a paper in a journal. So we have two ways of citing this journal/series:

(a) D. Barlet, Rings of differential operators, Astérisque 129 (1985), 220–231.

12.2. Eléments de géométrie algébrique. Often cited as EGA. The bracketed abbreviation for this can be either [EGA] or [GD] (for authors’ last names). This encompasses many works that span seven years and have several parts.


12.3. Séminaire de géométrie algébrique du Bois-Marie (SGA). The bracketed abbreviation for this can be either [SGA] or abbreviated for author’s last name. This series of works is by many different authors. Note, too, that the volume numbers and publication dates of Lecture Notes in Math. do not correspond with the SGA numbers; that is, SGA 5 was published in 1977, SGA 7 II in 1973.


12.4. N. Bourbaki, Eléments de mathématique. This is a mythical person—it is a bunch of mathematicians publishing under this pseudonym. Sometimes one fascimile is comprised of several chapters. There is also Séminaire Bourbaki—see (iv).


12.5. *Séminaire Bourbaki* is a collection of papers published annually in *asterisque*. Each paper gets a report (exposé) number. Cite as follows (different from MathSciNet):


12.6. *Memoirs of the American Mathematical Society*. This is a journal but each paper is listed as a numbered paper rather than with inclusive page numbers:


12.7. *STOC ’93 (these are the ACM Symposia on the Theory of Computing)*.


Reference style at a glance:


Cite-checking tips for copyeditors

- The reference list should be in alphabetical order by author’s last name.
- Keep citations in brackets short; for example, change [Mo-He-Qu] to [MHQ].
- Delete hyphens and spaces between name abbreviations.
- Use the same abbreviation for multiple listings by same author; for example, if [Be] refers to Beilinson, who has two works listed, the abbreviations should be [Be1] and [Be2] (not, say, [B] and [Be]).
- Check all citations on the MathSciNet Search. It’s best to do this before you begin copyediting. That way, if changes must be made (e.g., if the list wasn’t in alphabetical order), you can make changes in the cross-references throughout the ms. as you copyedit. (This is especially important when references are numbered.)
- Be sure all works by the same author(s) are listed in chronological order (oldest to newest).
- The 3-em dash replaces the name of the author for successive works to the same person. If another author is added, then the original author’s name must be repeated and you can’t use the dash.
- Use authors’ first initial(s)—J.-P. Serre, R. MacPherson, and G. Lusztig—rather than their full name. (Also make sure that you use periods for both initials in J.-P., etc.)
- Be sure all accents and hyphenations are correct.
- Be sure fonts (script? Fraktur?), math. terms, superscripts, and so on, in titles are correct. Sometimes a paper title will have “non-negative,” even though we spell it “nonnegative.” Use the paper’s spelling.
- Check journal and series abbreviations against the list in your style guide; MathSciNet doesn’t always abbreviate correctly.
- Don’t forget the series numbers for some journals: Annals of Mathematics = Ann. of Math. (2).
- Check to see if preprints or papers “to appear” have been published since the paper was submitted. If you can’t find it on MathSciNet, ask the author if s/he has updated info.
- If you get a “Sorry, not found” message in MathSciNet for a paper you believe should be listed and you’ve verified the spelling, try searching for (1) a different keyword in the title, (2) part of title without the author’s name, or (3) author’s name and journal without article title. Often a title and author’s name were translated, and the translation varies from what your author gave.
- If you still can’t find a cite on MathSciNet, ask the DMJ secretary to look up the actual journal in the library. If that fails, ask the author to verify the citation.
- Place a check in the left margin beside the reference number after you have checked and corrected it. That way, even if it seems weird, the proofreader will know it has been verified. If you’re proofreading and don’t see a check, ask the copyeditor if s/he checked it (it may have been in a “batch rush” job). When in doubt, check the cite in proofreading.
- Write on the ms. cover sheet any changes you made in the reference list numbers (or letters):
  - [Re1] ↔ [Re2] (2-way arrow shows order is reversed)
  - [2] → [3]
  - [1] → [5]
This helps you and the proofreader check that cross-references were made throughout the ms.
C. General editorial style

1. Punctuation. Follow Chicago’s punctuation rules (Chapter 5). Below are some punctuation rules that can be problematic in mathematical usage. See also “Marking Mathematics” section of this style guide.

1.1. Hyphens. Mark all hyphens by putting a dash above it.

1.1.1. Hyphenate after a prefix only if it would otherwise produce confusion in pronunciation or meaning. For a more complete list, see the mathematical term list in the next section and Table 6.1 (pp. 219–231) in Chicago. Otherwise, close up the prefix and following word.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>anti, bi</td>
<td>Hyphenate to avoid a double i (anti-isomorphic).</td>
</tr>
<tr>
<td>co</td>
<td>Preferred that there be no hyphen, even to avoid a double o.</td>
</tr>
<tr>
<td>non</td>
<td>Hyphenate only before a proper name (non-Riemannian). But non-quasi circle.</td>
</tr>
<tr>
<td>pseudo</td>
<td>Preferred that there be no hyphen, even to avoid a double o.</td>
</tr>
<tr>
<td>quasi</td>
<td>When a noun, a separate word; when an adjective, hyphenate whether it precedes or follows the subject. But the tend in math. is for many “quasi” terms to be closed! Check MathSciNet and the in-house terms list.</td>
</tr>
<tr>
<td>re</td>
<td>Possible hyphen, but not necessarily before an e.</td>
</tr>
<tr>
<td>self-</td>
<td>Hyphenate except in selfadjoint.</td>
</tr>
<tr>
<td>semi</td>
<td>Hyphenate to avoid a double i.</td>
</tr>
</tbody>
</table>

1.1.2. One-to-one, one-one, and complex-oriented are always hyphenated.

1.1.3. Hyphenate multiword adjectives; for example, left-hand side, 4-dimensional, finite-dimensional, two-parameter, high-weight, torsion-free.

1.1.4. Hyphenate an adverb-adjective combination only if it is before the noun it modifies and the adverb does not end in the suffix -ly; for example, “the well-defined set” but “the set is well defined.” Other common combinations are so-called, well-known, higher-order, and so on.

1.1.5. Follow a prefix with a hyphen if it might change the meaning of the word to a meaning other than that intended: for example, see the difference between non-null-homotopic and nonnull-homotopic.

1.2. Dash

1.2.1. The em dash is used to denote a sudden break in thought. (See Chicago 5.106–5.110.) Mark it “1 \textendash M.”

1.2.2. An en dash is used for inclusive page numbers. In text mark it “1 \textendash N.” Mark it in references if an en dash is not used by author. (See Chicago 5.117).
1.3. Quotation marks. See *Chicago* 10.26–10.44 for clarification on punctuation with quotation marks.

1.3.1. Generally, commas, periods, and question marks go inside the quotes; other punctuation goes outside.

*Examples:*
In Serre’s paper “Large groups of \( A \),“ \( A \) is . . .
We note the following facts from Serre’s paper “Large groups of \( A \):” \( A \) is . . .
*BUT:* Did she say “weirdo”?

1.3.2. Quotation marks are also used to show a term being used in a different way.
(But terms that are being defined for the first time are in italics.)

*Examples:*
Clozel’s restriction of the “smaller Shimura variety” showed the relationship of . . .
Many of the “Lagrangian intersections” were actually . . .

1.4. Colon. Authors often misuse colons.

1.4.1. Do not use a colon if it is the complement or object of the introductory statement (*Chicago* 5.100)—even if what follows is a displayed equation. No colon:
In [B], Bismut showed that for every action \( A \) we have
\[
B^n + (x/y)^2
\]
gives an equal but opposite reaction.

Einstein [E] proved the following:
(a) for every action . . . ;
(b) \( E = mc^2 \);
(c) time is relative.

1.4.2. If material introduced by a colon is more than one sentence or is a formal statement or a quote, it should begin with a capital letter; otherwise, lowercase is OK (*Chicago* 5.103).

*Example:*
Enriquez [6] recalled the following lemma of Frenkel: “The action of \( \delta n \) on \( \pi (x)G_{xy} \) is an infinitesimal automorphism of the nonlocal VPA structure on \( G_{xy} \).”

2. Capitalization. See Chapter 7 of *Chicago* for details.

2.1. In text, capitalize “Theorem 1,” “Proposition 2.1,” “Section 3,” “Table,” and “Figure” when referred to specifically and with a number, but not when referred to generically. E.g., “the corollary to Theorem 2,” “see the proof of Lemma 2.2.”

2.2. When a theorem is named after someone, capitalize only the proper name: “the Goldbach conjecture,” “Fermat’s last theorem.”

2.3. In a French or German ms., follow that language’s style of capitalization. See Section III of the Style Guide, “French manuscripts.”

3. Abbreviations. We generally avoid abbreviations in text. However, if an
abbreviation is used consistently, be sure it is spelled out the first time, followed by the abbreviation in parentheses.

3.1. The following abbreviations should be replaced with what they stand for, except in a formula: “iff” (if and only if), “s.t.” (such that), “w.r.t.” (with respect to), “RHS” (right-hand side), “LHS” (left-hand side), “WLOG” (without loss of generality).

3.2. However, “a.e.” (almost everywhere), “a.s.” (almost surely), and “a.a.” (almost all) are notation and should not be expanded; they should be set in roman. In addition, “ODE” (ordinary differential equation) and “PDE” (partial differential equation) can remain as acronyms if used frequently, but spell out first time.

3.3. Abbreviations “i.e.,” “e.g.,” and “resp.” are OK within parentheses; otherwise spell out. (Note that they are set off by commas.) Abbreviations that are part of accepted English usage—“loc. cit.,” “ibid.,” “cf.”—are OK within parentheses.

3.4. Note that many scholarly abbreviations like the ones in 3.3 (see Chicago, 14.32) have very particular meanings that should not be abused. For example, “loc. cit.” means “in the place cited,” not “the place cited”; so to say “in loc. cit.” is repetitive. (Often, authors should use “ibid.” here.)

3.5. Do not abbreviate “Section,” “Figure,” etc. in text (but this is acceptable in cross-references if consistent). You can use §4 if used throughout and written in #1 head as §4.

4. Terminology

4.1. Numbers as words in text. Although we prefer using the number rather than the word, if an author consistently uses the word spelled out, it is acceptable. (However, check with the author before you make word-to-number changes throughout the ms.) We usually spell out “zero” except in equations.

Examples:
4-dimensional cohomology 1 order 2 the zeroth power

4.2. Close up ordinal numbers and variables—don’t use hyphens. The variable should be italic, the ordinal should be roman, and all should be on the line, not superscript; for example, “vth,” “(z-2)th,” “zeroth,” or “0th.” (In French, 2ème cas, BUT N-ièmes.)

4.3. Defining terms. When a technical term is introduced and defined, set it in italics (the first time only). Note: Do not italicize the introductory “a” or “the.”

Example:
We call a symmetric category together with an infinitesimal braiding the infinitely small symmetric category.
5. Grammar

5.1. Tricky subject-verb agreements

5.1.1. Collective nouns (series, family, group) take a singular verb unless the individuals forming the group are to be emphasized. When in doubt, query the author. (See Words Into Type, p. 354)

Examples:
The family of quantum projective spaces is complete as stated above.
The Poincaré series converges with the Jacobi group.
The group of ants he sedated move in slow motion. (individual ants of one group are moving)
Trigonometric series of class \( L \) with their conservative means diminish here.

5.1.2. If the subject of a sentence is a group of words that conveys the idea of a number of individuals, the verb should be plural even though the governing noun is singular. A good tip-off is if the word is preceded by “a,” the noun takes a plural verb; if preceded by “the,” a singular verb.

Examples:
A galaxy of mathematicians have celebrated the divine maiden.
The number of maniacs in this world is amazing.
But do not use a singular verb in a relative clause following “one of” when the relative is the subject. Thus, in “She is one of those people who are never on time,” “she” is one person, but it is the plural “people” who are not on time.

5.1.3. A singular subject remains singular even if other nouns are connected to it by with, together with, as well as, in addition to:

Examples:
The second-order equation, in addition to all its differential consequences, defines the prolonged equation manifold \( R \rightarrow J \).
We remark that (9) together with (6) and (7) implies \( X \).
BUT if they really must be linked to be correct, you can change the sentence:
We remark that (9), (6), and (7) together imply \( X \).

5.2. The citation of references in text should be grammatically correct.

Examples:
This condition has existed for some time; see, for example, papers by B. Jones [J] and Fabes and Riviere [FR1].
Restricting to dimension 4 allows us to take advantage of the consequences of the Einstein-Weyl equations (see [23], [24], and [33]).
Jones stated the ideas clearly in [1].
Fabes and Riviere [FR1] remarked on this in 1965.
If a pinpoint cite is given, it goes within the brackets: [12, Lemma 2.1], [W, Chapter 14]. It doesn’t have to be spelled out, but be consistent. Abbreviations are Th., Chap., Cor., Sec., Prop., and p.
D. Creating a term list for a manuscript. Keeping a list of terms with optional spellings (and the page of the ms. where they occur) will help you and the proofreader assure consistency throughout the paper. You can keep this list on the ms. cover sheet. Here are some types of words to list. See also the Mathematical Terms List.

*words with optional British spellings:*
neighborhood/neighbourhood
specialize/specialise
fiber/fibre
connection/connexion

*alternative spellings:*
acknowledgements/acknowledgments
imbed/embed
disc/disk
glueing/gluing

*optional forms of past tense:*
labeled/labelled
proved/proven

*terms that may be one word or two or hyphenated:*
vector field/vectorfield
blowup/blow-up
well-posedness/wellposedness
quasiconformal X /quasi-conformal X

*foreign terms with accents:*
adèle
idèle
Poincaré
étale
Kähler

*adjectives derived from someone’s name:*
Abelian/abelian
Hermitian/hermitian
Euclidean/euclidian (note both spellings OK)

*spellings of names:*
de Rham
Drinfel’d (however, some authors object to the “prime”)
von Neumann
Pontrjagin or Pontryagin
Mathematical terms list

one-to-one correspondance
1-forms OR one-forms
$k$th-order characteristic
second-order scalar equation

A
Abelian (or abelian)
adèle
algebraizable
algebro-geometric
automorphy condition

B
basepoint or base point
bi-Lipschitz
block-map
blow-up (n., adj.)
blow up (v.)
boot-strapping method
bordism
bubbling off (BUT bubbling-off formula)

C
Cap product
Carathéodory
Chomsky hierarchy
collinear
compensated compactness
complex-multiplication (CM) field
complex-oriented
contact-invariant conditions
context-free
context-sensitive
cup product
cusp form or cuspform
cutoff (n., adj.)
cut off (v.)

D
Darboux integrable equation
Darboux integral
different of $K$

E
endpoint or end point
equicharacteristic
étale
Euclidean OR euclidean
Euler’s totient function

F
fiberwise (fibrewise)
finite-tuning
finie
finite-gap integration
finite-dimensional
FIO = (Fourier integral operator)
five lemma
flasque (Fr.)
Fourier transform
fppf = fidellement plat, presentation
full level $M$-structure

G-H
half-plane
half-space
half step
handlebody
Hermitian (or hermitian)
higher-degree conservation law
Hodge-$D$-conjecture
hyperspecial

I
icosahedral
idèle
inradius
interval exchange map
interval-exchange-type subtree
irredundant

J-K
Kähler manifold
$k$-algebra
Killing form
L
Laplace adapted coframe
large-time behavior
Lebesgue
left-invariant
left-hand side
left $R$-module
limes (singular noun)
$L$-log scheme
local-energy decay
log monodromy
log-Sobolev inequality

PDE (partial differential equation)
pointwise
Pontrjagin or Pontryagin
pre-log structure
prounipotent
ΨDO (pseudodifferential operator)
pseudoholomorphic
pull back (v.), pullback (n., adj.)
push-forward (v.), pushforward (n., adj.)
pushout (n., adj.)
push out (v.)

Q
$K$-quasi circle
quasi-analytic function
quasiconformal $X$ (or quasi-conformal $X$)
quasimodes
quasi-periodic
quasi Stein space

R
radon transform
real-valued function
right-hand side

S
Satake parameter
Schlesinger equation
second-order equation
Selberg trace formula
selfadjoint
semiabelian
semi-nonresonant
semistable
simply connected group
skew-symmetric
space-time
subcones
sub-$K$-theory
subvector space or subvectorspace
superalgebras
super-bialgebra or superbialgebra
superelliptic curves
supergroup
super-Pythagorean geometry
super Riemann surfaces
super vector space

torsion-free
twofold
unital left module
(n) upper bound
upper half-plane

T-U

upper half-space
upper left-hand corner

V-Z

vector field or vectorfield
varifolds
volume-preserving action
well-posedness or wellposedness
Willmore functional
Zariski-open set
E. Common copyediting errors

- Mark center dots in a math operation
- Need commas in if-then statements and series of three or more (serial comma)
- Need commas or semicolons to separate complete statements
- Mark double-em, em, and single spaces in display math (see Math Into Type)
- Slash fractions in text and in super/subscripts and in numerators and denominators slash (the latter in display only)
- Mark variables \( a \) and \( I \) italic in text
- Mark \( o \) and \( O \) in notation and in text
- Mark as italic such things as \( p \) in “\( p \)-adic” in text
- Mark alignment in lists
- Numbers are italic in theorems, and so on, if they refer to a section number, equation, and so on, and are not actual numbers; itemization numbers or equation numbers within theorem are roman
- No parentheses around theorem, lemma, and so on, head numbers
- Align as follows:

  Theorem 2.1.  (a) This is a whole sentence.
  (b) This is a whole sentence. If this sentence is longer than two lines, it is not aligned with the (b) but is flush left.

  Theorem 2.1.  In this situation, we have
  (a) short parts,
  (b) parts that are not complete sentences and are divided by semicolons or commas. This is aligned as hanging indent.

- Namely, respectively, and say are set off with commas; for example, a continuum, say, \( K \), connecting...
- Such as “blabla where bla is a bla” or “blabla, bla a bla” be consistent, using all mathspeak or all English
- Which and that problems—“which” goes with a nonrestrictive clause, “that” with restrictive. With math. it can be hard to tell, so check with author. (However, “which” may be used with a restrictive clause if it refers to a term that does not immediately precede it.)

  The dog that has a gold collar bit me.

  Angela’s dog, which was friendly enough, looked neglected. Let \( F \) be the space of maps \( F : (D, bD, 1) \rightarrow (C^n, L, P) \) of a manifold which are homotopic.
- Don’t have a sentence made completely of math. Add (with author’s permission) “We have … ”, “Let … ”.
- Split up ligature æ into ae
- En dash between page numbers, equation numbers
- If a complete statement in parentheses at the end of sentence, make into its own sentence
- Indent both sides of a statement the author wants displayed
- Semicolon before “i.e.” or “e.g.” if complete statement follows (but be careful that it doesn’t refer to the “such that” portion of a definition)
• OK to have two fractions right next to each other w/o ( )’s in display
• Bullets in list OK
• Put on your ms. cover sheet whether author uses “Section” or “§”
• Put “formulae” and other alternate spellings on ms. cover sheet
• To make center dots into baseline dots, circle each one
• “Hence” is an adverb and requires a conjunction or semicolon if following phrase is a complete sentence; for example, “We have a modding out; hence the geodesic action is finite.” (Comma after hence is optional.) or “We have a modding out and hence the end.”
• Don’t forget to copyedit tables
• Use a comma after “however”
• Do not use a hyphen between an adverb ending in “ly” and an adjective
• $\text{Hom}$ in mixed font signifies sheaves; this is different from the operator “Hom” in roman
• Mark thin space before and after symbols of integration $\int$, summation $\sum$, product $\prod$, union $\cup$. No space between for all symbol $\forall$ and math..
• Capitalization: Theorem 1, Figure 1, the Goldbach conjecture, equation (2), part 2, step 2, appendix, Appendix B.
• $p$-adic always lowercase (even if first word of title), but not $D$-Module, $\mathcal{L}$-Curve, and so on.
• Do not use a comma before “Jr.,” “II,” or “III”
• [21, Prop. 2.4] not [21], Prop. 2.4
• [7], [9] not [7,9]
• [AB85], [AB91] should be changed to [AB1], [AB2]
• Don’t write ([Re]); add “see” before opening bracket or delete parens
• If list spans two pages, extend vertical line beyond last item on first page (then don’t need to mark ¶ on second page)
• Lemma 1.1 ( . . . ). Put period after parenthetical phrase.
• For plural ALI, do not use apostrophe because ALI is all caps; so, ALIs. Do use apostrophe for $x$’s and $y$’s.
• In foreign language papers, follow that language’s capitalization and punctuation conventions
• Run-in the first item in a lemma, and so on, if there isn’t an introductory statement
• Commas in compound halves of if-then statements: if they would confuse the meaning of the sentence, leave the comma out and hope the reader understands. (The previous sentence was an example—left comma out before “and.”)
• Boldface end period in section headings
• “Notation” better than “notations”
• The end-of-proof box should be on the last line of proof. Authors sometimes put them on next line, which is a waste of space. Box can be a 3-em space away from period or can be flush right. Ask before adding a box; some authors don’t like them.
F. Ms. checklist

First page, in this order:
- “csc, ital, bf only where so marked thr‘out”
- Title
- Author name(s)
- Delete abstract (tell author)
- Date(s) of receipt (en français for a French ms.)
- AMS class. no.: 1991 Mathematics Subject Classification. Primary XXX; Secondary YYY.
- Author(s) grant info. Spell out abbreviations.

Text:
- Running head: less than 50 characters?
- Check table of contents against headlines in the body.
- Is numbering scheme correct?
- All paragraphs marked for indentation?
- Section and theorem heads marked correctly?
- Text of theorems underlined?
- Leading between sections marked?
- Typemarking: all special fonts marked? Operators marked as roman?
- Is term list complete? All special fonts and operators on list?
- Are hyphens marked? (most) prefixes closed?
- Is display math. marked for correct spacing? Fractions slashed in text and in super- and subscripts in display?
- Ends of proofs and theorems marked consistently (same style boxes or none)?

Last page:
- References checked, updated, in alphabetical order?
- Author’s address. Don’t forget to add “U.S.A.” after the state.

Ask author if s/he wants proofs electronically as a .pdf file. Write the response on the cover sheet and on the production schedule.

Be sure author queries, answers, and signed publication agreement’s (by each author) are in the folder.

MAKE A COPY OF THE MS.
Make a cover sheet for Docu’TeXing.
II. Marking Mathematics

A. Typemarking

1. A competent mathematics typesetter recognizes mathematical notation and will put English text in roman and mathematical notation in italics, unless instructed otherwise. However, just to be safe, write at the top of the first page of the ms. “bf, ital., csc only where so marked, throughout,” and circle it. (Don’t underline math.)

2. The typesetter needs instructions for certain mathematical styling and notation. Except for marking special fonts in non-TEx manuscripts (see below), all copyediting marks are done in #2 pencil.

3. Special fonts. In addition to italics and roman, commonly used fonts in mathematics are Greek, German (or Fraktur), script, and open face (or blackboard bold).

3.1. In a TEx manuscript, you only need to mark the character the first time it appears in the ms. Circle the character and write the font and letter in the margin, for example, Fraktur (encircled) cap “aitch.”

3.2. In a non-TEx manuscript, these characters must be marked as follows each time they appear:

<table>
<thead>
<tr>
<th>Font Type</th>
<th>Marking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>boldface</strong></td>
<td>wavy underline</td>
</tr>
<tr>
<td><strong>ITALIC</strong></td>
<td><strong>ital</strong></td>
</tr>
<tr>
<td><strong>single underline</strong></td>
<td><strong>CAPITALS</strong></td>
</tr>
<tr>
<td><strong>double underline</strong></td>
<td><strong>Greek</strong></td>
</tr>
<tr>
<td><strong>green underline</strong></td>
<td><strong>open face</strong></td>
</tr>
<tr>
<td><strong>script</strong></td>
<td><strong>sans serif</strong></td>
</tr>
<tr>
<td><strong>blue underline</strong></td>
<td><strong>encircle</strong></td>
</tr>
<tr>
<td><strong>yellow underline</strong></td>
<td><strong>Russian</strong></td>
</tr>
<tr>
<td><strong>red underline</strong></td>
<td><strong>encircle</strong></td>
</tr>
<tr>
<td><strong>italics</strong></td>
<td><strong>CAPITALS</strong></td>
</tr>
<tr>
<td><strong>open face</strong></td>
<td><strong>Greek</strong></td>
</tr>
<tr>
<td><strong>sans serif</strong></td>
<td><strong>encircle</strong></td>
</tr>
</tbody>
</table>

You only need write the font and letter in the margin, e.g., “sans serif gee,” the first time it appears in the ms., however.

3.3. Because the following Greek letters can be confused with other fonts, they need to be marked even in a TEx file (especially for the proofreader’s benefit):

\[
\alpha, \beta, \varepsilon, \eta, \iota, \kappa, \mu, \nu, \varphi, \rho, \tau, \chi, \omega
\]

A, B, Z, H, I, K, M, N, O, P, T, \Phi, \Xi

\Pi (cap Pi) when not used as product

\Sigma (cap Sigma) when not used as summation

4. Functions and operators. Mathematical functions and operators should be set in roman. (See Table 2 for a partial list.) Circle these words the first time they appear and write “rom thr’out” in the margin. Note that these abbreviations often begin with capital letters. Sometimes it is just the author’s choice, but the author could intend for them to stand for two different things (e.g., ker and Ker as two different types of kernel). Check with author before changing.
Table 2

Functions and operators commonly set in roman type

<table>
<thead>
<tr>
<th>ad</th>
<th>adjoint</th>
<th>limsup</th>
<th>limit superior</th>
</tr>
</thead>
<tbody>
<tr>
<td>arg</td>
<td>argument</td>
<td>ln or log</td>
<td>logarithm</td>
</tr>
<tr>
<td>Coker</td>
<td>cokernel</td>
<td>lub</td>
<td>least upper bound</td>
</tr>
<tr>
<td>cos</td>
<td>cosine</td>
<td>max</td>
<td>maximum</td>
</tr>
<tr>
<td>cosh</td>
<td>hyperbolic cosine</td>
<td>min</td>
<td>minimum</td>
</tr>
<tr>
<td>cot or ctg</td>
<td>cotangent</td>
<td>mod</td>
<td>modulus</td>
</tr>
<tr>
<td>coth</td>
<td>hyperbolic cotangent</td>
<td>P</td>
<td>property</td>
</tr>
<tr>
<td>det</td>
<td>determinant</td>
<td>PL</td>
<td>piecewise linear</td>
</tr>
<tr>
<td>dim</td>
<td>dimension</td>
<td>pt</td>
<td>point</td>
</tr>
<tr>
<td>exp</td>
<td>exponential</td>
<td>Re</td>
<td>real</td>
</tr>
<tr>
<td>gcd</td>
<td>greatest common divisor</td>
<td>sin</td>
<td>sine</td>
</tr>
<tr>
<td>GL</td>
<td>general linear</td>
<td>sinh</td>
<td>hyperbolic sine</td>
</tr>
<tr>
<td>glb</td>
<td>greater lower bound</td>
<td>SL</td>
<td>special linear</td>
</tr>
<tr>
<td>gr</td>
<td>group</td>
<td>sp</td>
<td>spin or linear span</td>
</tr>
<tr>
<td>grad</td>
<td>(a vector operator)</td>
<td>Sp</td>
<td>symplectic</td>
</tr>
<tr>
<td>hom or Hom</td>
<td>homology</td>
<td>sup</td>
<td>superior/supremum</td>
</tr>
<tr>
<td>id</td>
<td>identity</td>
<td>Sz(g)</td>
<td>Suzuki group</td>
</tr>
<tr>
<td>Im</td>
<td>imaginary</td>
<td>tan</td>
<td>tangent</td>
</tr>
<tr>
<td>inf</td>
<td>inferior</td>
<td>tanh</td>
<td>hyperbolic tangent</td>
</tr>
<tr>
<td>ker</td>
<td>kernel</td>
<td>tr</td>
<td>trace</td>
</tr>
<tr>
<td>lim</td>
<td>limit</td>
<td>w*</td>
<td>weak star</td>
</tr>
<tr>
<td>liminf</td>
<td>limit inferior</td>
<td>wr</td>
<td>wreath</td>
</tr>
</tbody>
</table>
B. Other mathematical style conventions

1. Equations

1.1. Words or phrases within an equation (e.g., “$X e^1$ for all $X$ . . .”) should be in whatever font the rest of the statement is in: if in a proposition, in italics, if in a proof, roman.

1.2. Mark em and 2 em quads in displays.

1.3. In a cases environment, align conditions, with an em quad being the minimum space.

Example:

\[\begin{align*}
\dot{Y}_k(s) &= 2 \sum_{j=1}^{n} a_{jk} (\tilde{Y}(s)) \dot{\theta}_j(s), \\
\dot{\theta}_l(s) &= - \sum_{j,k=1}^{n} \frac{\partial a_{jk}}{\partial y_j} (\tilde{Y}(s) + \eta_j) (\tilde{\theta}_k(s) + \eta_k), \quad \dot{\theta}(s_0) = \theta(s_0).
\end{align*}\]

1.4. For spacing, layout, and how to break equations properly, consult Chapter 3 of *Mathematics Into Type*.

2. Fractions

2.1. In text, fractions are set in-line. (Occasionally OK to stack common numerical fractions like $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, $\frac{1}{3}$, $\frac{2}{5}$, $\frac{3}{5}$, $\frac{8}{8}$, and $\frac{7}{8}$, which can be set by one symbol; check with assistant editor.) If the fraction is in another expression, add parentheses (e.g., “$x^2 (y + 1)$” would be “$x^2 (y + 1)$”).

2.2. Exceptions: $(\frac{p}{q})$ has a different meaning from $(n/p)$; check with author before changing. A lot of authors are picky about expressions with partials “$\frac{\partial}{\partial x} R$”; in general, leave them alone unless you are sure where the parentheses belong.

2.3. Avoid stacked fractions in an exponent. Convert them to one-line fractions by using a solidus; for example,

\[x^{\frac{y+1}{4}}\]  

is better as  

\[x^{(y+1)/4} \].

3. Avoid multiple superscripts of the number by replacing $e$ with “exp( )”; for example,

\[e^{x^2}\]  

is better as  

\[\text{exp}(x^2) \].

4. *Fences* are anything that enclose, e.g., { }, [ ], ( ). Check to make sure they are matched; notation of the form “(a, b ]” or “ ] a, b[”, however, does have meaning.
5. Special notation

5.1. Do not underline $\prod$ or $\sum$ in red when they are used to indicate a product or sum:

$$\sum_{i=0}^{n} ai$$ or $$\prod_{i=0}^{n} ai.$$

5.2. Mark the first instance of $\in$ as “element of” so that it will not be confused for an epsilon $\epsilon$ (which you underline in red in non-\TeX papers).

5.3. Mark the first instance of $\emptyset$ as “empty set,” so that it will not be confused for a phi, $\phi$, which you underline in red.

5.4. Always underline the variables “o” and “O” (for italics) to avoid confusion with “0” (zero). If the font used by the author has similar “1’s” (one) and “l’s” (ell), then underline the “l” and note that you are doing so. Mathematicians often use a script $\ell$ instead of an italic $l$ to avoid confusion. Underline the variables “a” and “I” in text to keep them from being confused with the words.

5.5. Mark thin space before and after symbols of integration $\int$, summation $\sum$, product $\prod$, and union $\cup$, and before $d, dt$, etc. with integration.

5.6. Replace “$\forall$” with “for all” unless in an equation. There is no space between the symbol and the math. that follows.

5.7. Mark superscripts and subscripts when they include a fraction or a third-order character, if hard to read.

5.8. Mark all c-dots. Mark l-dots only when changing from a c-dot. C-dots are preferred notation except with commas, such as $a_1, \ldots, a_2$. If you have 3 c-dots with multiplication dots, change the multiplication dots to the times sign $\times$.

6. A complete list of mathematical fonts, symbols, and abbreviations is in the appendix.
III. French Manuscripts. We get quite a few papers in French (and rarely some in German). In general, we typemark but don’t copyedit these papers. Chicago style rules mainly apply to the English language, so we don’t enforce them with French papers. We don’t mark spelling (except for obvious typos), grammar, and punctuation, though we may query authors if something looks suspect (for example, french typographic rules specify that there should be a thin space before these characters ; ! ? and a normal space before :)

We do mark these papers for journal style (e.g., italicizing theorems, sentence-style capitalization, spacing, etc.) and for mathematical notation (marking fonts, setting and spacing math. terms). (When proofreading, note that French word division is different than English.)

Be sure if you add text that it is in French, including receipt dates and words in references (other than actual titles). Also, follow French capitalization rules (see Chicago 9.4); for example, in text refer to “théorème 1.” See the following French phrases and the accents table in the TeX book.

Chris Mazzara (3626) has foreign dictionaries; Alex Martin (3675) is quite fluent in French. Consult D. Flipo’s “Babel language definition file for french” on our reference shelf.
50

French phrases

In references

<table>
<thead>
<tr>
<th>English</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>2d ed.</td>
<td>2ème éd.</td>
</tr>
<tr>
<td>in</td>
<td>dans</td>
</tr>
<tr>
<td>submitted to</td>
<td>soumis à</td>
</tr>
<tr>
<td>to appear (in)</td>
<td>à paraître (dans)</td>
</tr>
<tr>
<td>and</td>
<td>et</td>
</tr>
<tr>
<td>preprint</td>
<td>prépublication</td>
</tr>
<tr>
<td>in preparation</td>
<td>en préparation</td>
</tr>
<tr>
<td>thesis</td>
<td>thèse d’état</td>
</tr>
<tr>
<td>English trans.</td>
<td>trad. anglaise</td>
</tr>
<tr>
<td>in Russian</td>
<td>en russe</td>
</tr>
</tbody>
</table>

In text

<table>
<thead>
<tr>
<th>English</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st case, 2d case, N-case</td>
<td>1er cas, 2ème cas, N-ièmes cas (m)</td>
</tr>
<tr>
<td>appendix</td>
<td>appendice (m) (l’appendice)</td>
</tr>
<tr>
<td>Bât. (building)</td>
<td>Bâtiment (f)</td>
</tr>
<tr>
<td>chapter</td>
<td>chapitre (m)</td>
</tr>
<tr>
<td>claim</td>
<td>l’affirmation (f)</td>
</tr>
<tr>
<td>conjecture</td>
<td>la conjecture (f)</td>
</tr>
<tr>
<td>contents</td>
<td>sommaire (m)</td>
</tr>
<tr>
<td>corollary</td>
<td>le corollaire (m)</td>
</tr>
<tr>
<td>definition</td>
<td>déﬁnition (f)</td>
</tr>
<tr>
<td>if and only if</td>
<td>si et seulement si (spell out if author writes ssi)</td>
</tr>
<tr>
<td>figure</td>
<td>la ﬁgure (f)</td>
</tr>
<tr>
<td>the following</td>
<td>le paragraphe suivant (m), la proposition suivante (not just “le suivant”) (f)</td>
</tr>
<tr>
<td>lemma</td>
<td>le lemme (m)</td>
</tr>
<tr>
<td>proof</td>
<td>la preuve (f), la démonstration (f)</td>
</tr>
<tr>
<td>proposition</td>
<td>la proposition (f)</td>
</tr>
<tr>
<td>references</td>
<td>le bibliographie (m)</td>
</tr>
<tr>
<td>Received (date) …</td>
<td>Reçu le …</td>
</tr>
<tr>
<td></td>
<td>janvier février mars avril mai juin juillet août septembre octobre novembre décembre</td>
</tr>
<tr>
<td>Revision received …</td>
<td>Révision reçu le …</td>
</tr>
<tr>
<td>remark</td>
<td>remarque (f)</td>
</tr>
<tr>
<td>section</td>
<td>la partie (f), la section (f)</td>
</tr>
<tr>
<td>see</td>
<td>voit (”on voit facilement que … ”)</td>
</tr>
<tr>
<td></td>
<td>voir (”voir le théorème 1.5”)</td>
</tr>
<tr>
<td>that is</td>
<td>c’est à dire</td>
</tr>
<tr>
<td>theorem</td>
<td>le théorème (m)</td>
</tr>
</tbody>
</table>
IV. Figure Quality Guidelines. Most figures are done as PostScript files and are inserted in the paper by \TeX. Occasionally, we do get hand-drawn figures

1. Hand-drawn figures should be done professionally, with black India ink on bright white paper or drafting film.

2. Figures should be originals, not photocopies. Original(s) should be separate from the manuscript, and each original should be on its own page.

3. Neither labels, captions, nor legends should be put on the original; typesetter will insert them later.

4. If pointer arrows from a label to a part of the figure are needed, please have them drawn into the figure.

5. Lines should be of even thickness, except where varying thicknesses have meaning. Don’t have lines too thin; they may be hard to read when printed.

6. Shapes should be regular (e.g., circles should be perfectly round), except where unevenness has meaning.

7. Corresponding portions of a figure should be identical.

8. Check with Steve G. if PostScript files are not printing correctly.
V. Proofreading

1. First proofs

1.1. Look in the folder to see if there are any e-mail changes from the author or queries from the copyeditor that did not make it onto the ms. and must be added to the proofs.

1.2. Proofread the “dup” set. Check the copyright line at the top of the first page of each article.

1.3. The article title should be centered, in all capitals. The author’s name follows in all caps, in smaller type. The word “and” between authors’ names should be in small caps.

1.4. The running heads are all caps, even for a name that includes traditionally lowercase letters (“McKernan” in title, “MCKERNAN” in R.H.; never “McKERNAN”).

1.5. Check the first page footnotes. Each is indented and in this order: paper received/revision date(s), AMS subject classification number, grant support information.

1.6. Proofread the duplicate generally for spelling, grammar, and punctuation. Also proofread it for all the aspects listed in “Copyediting” and “Typemarking.”

1.7. When an error is found, if it is a printer’s error, mark it PE.

1.8. Authors send corrected proofs to us. That copy is marked AA (“author alterations”) when received in-house. Determine whether each author correction is a PE, AA, or neither.

1.9. Authors’ and our corrections are combined on the master, which is crossmarked in-house and sent back to the typesetter. Mark author alterations as aa. Be sure pe’s and aa’s are marked as such on the master.

1.10. Make a copy of the set of masters before sending to the typesetter. The typesetter will renumber pages.

1.11. If there is a table of contents for the article, correct the page numbers.

1.12. Keep a list or check against copyeditor’s list of terms and operators to make sure they are used consistently throughout.

1.13. Always check the references first. If they are out of order, you can change the cross-references throughout, as you proofread. Also check the article numbering system. Too often an author will misnumber his paper—leave an equation number out, etc. These should be checked with the author (sometimes they forget to number an equation) and changed.

2. Second proofs

2.1. Check that all corrections marked in the first galley proofs have been made. Check the line before, the line after, and the line of a corrected mistake. (Occasionally, correction of a mistake in the first proof will cause an error to pop up in the second
proof.) Check for bad line breaks, and so on.

2.2. If there is time, you may also read them to see if you can spot any other mistakes. (Misspellings are the most common type of mistake found at this point.)

2.3. Check the table of contents against each article. Is the title of the article correct? Are the authors’ names correct? Is the font correct (csc for authors, roman with sentence-style capitalization for title)? Is the starting page number correct?

2.4. Check that the issue pagination is correct.

3. Cover copy

3.1. Front cover

3.2. Inside front cover

3.3. Blank inside back cover

3.4. Back cover (issue contents)

3.5. Volume cover page (issue 3 only)

3.6. Volume contents (issue 3 only)
4. Proofreading checklist

**1st proof checklist**

<table>
<thead>
<tr>
<th>refs</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>r.h.</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.r. line</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>title, au</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>proof</td>
<td></td>
<td></td>
<td></td>
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**2nd proof checklist**

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**DMJ proof checklist**

+First page:
  - Title
  - Author’s name
  - Copyright line
  - Date(s) of receipt
  - Running heads

+Text:
  - Spelling

**Punctuation**

**Grammar**

**Style: indentation, fonts, spacing**

**Consistency**

**Ligatures**

+Last page:
  - References updated
  - Author’s address

+Author’s corrections

+Pages renumbered
### Institutional/grant agency abbreviations

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<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>AF</td>
<td>Academy of Finland</td>
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<tr>
<td>BP</td>
<td>Boîte Postale</td>
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<tr>
<td>BSF</td>
<td>Bulgarian Science Foundation</td>
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<tr>
<td>BWV</td>
<td>Bundesministerium für Wissenschaft und Verkehr</td>
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<tr>
<td>CNR</td>
<td>Consiglio Nazionale delle Ricerche</td>
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<tr>
<td>CNRS</td>
<td>Centre National de la Recherche Scientifique</td>
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<tr>
<td>CONICET</td>
<td>Consejo Nacional de Investigaciones Científicas y Técnicas</td>
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<td>DFG</td>
<td>Deutsche Forschungsgemeinschaft (German counterpart to NSF)</td>
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<td>DGICYT</td>
<td>Dirección General de Investigación Científica y Técnica</td>
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<td>Department of Defense</td>
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<td>DPMMS</td>
<td>Department of Pure Mathematics and Mathematical Statistics (University of Cambridge)</td>
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<td>Engineering and Physical Sciences Research Council</td>
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<td>IHES</td>
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<td>International Association for the Promotion of Cooperation with Scientists of the Independent States of the Former Soviet Union (leave as letters)</td>
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<td>IRMA</td>
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<td>KBN</td>
<td>(the State Committee for Scientific Research of Poland)</td>
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<td>MURST</td>
<td>Ministero dell’Università e della Ricerca Scientifica e Tecnologica</td>
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Duties of editorial assistant Senior.

- Correspond with authors: prompt and request \TeX{} file, query when copyediting, inform of proof schedule, query about proofs
- Copyedit manuscripts for accuracy, clarity, consistency, grammatical correctness, and conformity to journal style
- Mark manuscripts for typographical composition
- Make changes to \TeX{} file as needed
- Check to see that figures are neat and clear; check with production coordinator if you need help
- Proofread typeset versions of the articles
- Maintain your part of the production schedules
- Produce IMRN articles as quickly as possible