

**Preparing Your Manuscript**  
**A Guide for US STM Authors**

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## **Your Electronic Files**

Your electronic files will be used for typesetting whenever possible, and consistency in formatting the files and the content of your book (e.g., tables, math, chemistry) will increase the usability of the files.

Even if your electronic files are used for typesetting, the copyediting will, in many cases, be done on paper. In addition, you still need to proofread in the proof stage to be sure that there has been a complete and correct transfer of your keystrokes to the compositor's typesetting system). Please consult the *Checking Copyediting and Proof* guide for more information.

### **Software**

Our software preferences are:

- Microsoft Word for Windows or Macintosh
- MathType (for mathematics in Microsoft Word)
- TeX or LaTeX
- Adobe Illustrator (for graphics)
- ChemDraw (for chemistry)

You can access the Wiley STM Word templates, LaTeX macros, and ChemDraw templates at <http://www.wiley.com/WileyCDA/Section/id-301843.html>

If you do not have access to any of these programs, please use the word processor you are familiar with and indicate the name of the software, its version, and the operating system when you submit your manuscript. Please contact your subject editor or the Production Department at Wiley if you need further information about acceptable software.

### **Organizing Your Files**

Use a separate file for each part of the manuscript (e.g., text, illustrations, tables, all figure legends, and the references), and organize these parts by chapter. Please note that even though many word processing programs allow graphics to be embedded in the text, we ask that you submit graphics files separate from the text.

### **File Naming Conventions**

Please use consistent filenaming throughout and avoid excessively long names. Do not use spaces or symbols in file names. Always include the extension appropriate for the software used to create the file (or .txt if it is a text file).

See Appendix A for our preferred convention.

## **Formatting Your Electronic Manuscript**

Excessive formatting is a hindrance to the use of your files and can cause delays; please keep the formatting of your electronic files as simple as possible.

## **General Text Guidelines**

- Text is flush left, double-spaced.
- Margins are 1 1/4 inches on all sides.
- Nothing typed in all capital letters (with the exception of acronyms).
- Within the text, use boldface, italics, boldface italics, superscripts, and subscripts.
- Use your word processing program to insert Greek letters, mathematical symbols, and the like, which do not appear on the standard keyboard.
- No hard page breaks (we will make sure that pages break properly when we convert your electronic file manuscript into printed pages).
- Type an em dash (—) as two consecutive hyphens with no space either before or after (--). Type an en dash (–), commonly used in ranges of numbers, as a single hyphen with a space before and after ( - ).
- Do not use the header/footer or footnote functions of your word processing program. You may use the automatic page numbering if you wish. Just be sure the page numbers are not implemented through headers or footers.
- Never use the space bar or the Tab key more than once at a time anywhere in the manuscript (e.g., to indent a paragraph or to separate the elements of a table). Use your word processor's centering functionality to center text when appropriate.
- Use a blank line used between paragraphs and to separate paragraphs from heads and lists.

## **Headings**

Use the standard formats for the various levels of headings as noted below. Do not use styling (e.g., italic, boldface) to indicate heading levels. Allow long lines to wrap flush left. Heads should be preceded and followed by a blank line. All heads should be typed in uppercase and lowercase letters (i.e., do not type in all caps).

## **Examples**

Level 1 Head Centered

Level 2 Head Flush Left

Level 3 Head Indented One Tab from the Left

Level 4 Head. Flush left; paragraph text immediately follows.

## **Tables**

In order to use the keystrokes for tabular material, the typesetter requires that you do *not* use the table editor in your word processing program. You may use whatever means you need to render the table in a legible manner. You should be aware, however, that the typesetter may rekey the tables and you will need to proofread them carefully.

To increase the likelihood that your table keystrokes can be used, use the Tab key to style your tables, and adhere to the following instructions.

- Each row of table entries begins with the first entry flush left followed by a Tab insert.
- Subsequent entries in each row are be separated by a single Tab insert.

- No rules used in the tables (e.g., between the column heads and table body); no boxes around tables.
- No formatting in column headings.

### **Graphics**

Our preferred graphics software is Adobe Illustrator. Please refer to the *Author's Guide for Art Preparation* for detailed information about preparing graphics files, and contact Wiley's Production Department if you have specific questions.

### **Revised Editions and Use of Tearsheets**

- If revisions to a previous edition are extensive, consider submitting a whole new manuscript.
- For less extensive additions and corrections, you may use tearsheets (cut up pages of the previous edition or another publication). You will need two sets, one for odd- and one for even-numbered pages. Affix the page onto a sheet of 8 1/2 x 11-inch paper, one sheet per page.
- Indicate minor corrections in the margin.
- Type or print out major corrections on a separate sheet of paper.
- Check that numbering of figures, tables, references, equations, structures, and all cross references is still valid.
- The revised manuscript will have to be re-indexed. Use the previous edition as a guide only; do not merely change page numbers.
- Do not assume permissions granted for the previous edition are valid for the current edition. Although you may have requested permissions for all future revisions of your book, you may not have received them and will have to ask for permissions again for each edition.

### **Submission Guidelines**

When your manuscript is final and complete, except for the index (do not send a draft), submit your manuscript. Refer to Appendix B for a submission checklist.

#### ***The electronic files***

- If you are *not* using one of the word-processing packages listed above, please submit two copies of the word processing file: (1) in your word processor's native format, and (2) the same saved as plain text.
- Label physical media with your name, and the software and hardware used to create your electronic files.
- Retain backup copies of the files you send.
- Ensure that the hard copy *exactly* matches the content of the files.

#### ***The hard copy***

- Print on 8 1/2 x 11-inch, nontransparent, good quality paper (preferably 20-lb white bond). All manuscript pages should be loose; not stapled or bound.
- All pages should be double-spaced and single-sided.
- Ensure updates made to the files after printing hardcopy are reflected in the printout (e.g., replacement page inserted; material written at the proper place on the page). Do not attach "Post-It" notes to the manuscript pages.

- The manuscript pages should be numbered consecutively throughout the entire book (preferably in the upper right-hand corner) in black or red ink. Begin numbering with page 1 of the text (Introduction, Part I, or Chapter 1). Do not number the preliminary material preceding the text (see Front Matter) or the illustrations. Do not restart your numbering with each chapter.
- If you insert a page after you have numbered your manuscript, number it with the preceding page number and the letter "A" (as an insert). If you delete a page after you have numbered the manuscript, renumber the preceding page as a range (e.g., if page 90 has been deleted, page 89 should be renumbered as page 89-90).
- Ensure margins are 1 ¼ inches on all sides to allow room for editing and typesetting markings.
- For manuscripts submitted in installments, ensure each installment is complete, i.e., all permissions, tables, and figures are included in the section that you are submitting.

## Writing the Manuscript

### Style Sheet

A style sheet is a list of decisions about questions of style and is indispensable for maintaining consistency in form and notation in the manuscript. You may wish to prepare one for yourself and your contributors. Include a copy of your style sheet for the copyeditor's use. It is especially important if your discipline has highly technical terms or spelling of words not commonly used.

Consult *The Chicago Manual of Style*, 15<sup>th</sup> Edition, when creating a style sheet. See Appendix C for a sample style sheet.

Some general guidelines follow:

- **Spelling:** Use the first spelling in the Third Edition of Webster's New International Dictionary or the Tenth Edition of Merriam Webster's Collegiate Dictionary. Use American spellings, not British.
- **Units:** Use the International System of Units (SI) whenever possible. Conversion factors to English units are helpful.
- **Abbreviations:** Use standard abbreviations and be consistent. If you use an unfamiliar abbreviation, define it at the first mention.
- **Italics:** Use for math variables, genera and species, chemical prefixes, foreign words, and titles in the reference section or bibliography.
- **Decimals:** A decimal fraction should be written with a zero before the decimal point, e.g., 0.005. Do not mix decimals and fractions, e.g.,  $A = 0.5$ ,  $B = 3/4$ ; use  $A = 0.5$ ,  $B = 0.75$ .
- **Diacritical Marks** such as umlauts, tildes, and accents should be clearly printed or handwritten. Identify in the margin the first time they are used.
- **Symbols:** Symbols, particularly in mathematical material, must be clear. Distinguish between one and "el," capital "oh" and zero, "ex" and Greek chi, "vee" and lowercase Greek nu, "en" and lowercase Greek eta, and so on.

## ***The Parts of Your Manuscript***

If any copyrighted material is included in your manuscript, consult the *Copyrights and Permissions* guide for more information.

### **Abstracts and keywords**

For each chapter, prepare a brief summary of no more than 2–4 sentences, and an accompanying list of 3–5 keywords. This content should be saved in a separate file. The hard copy should be included with the manuscript, but the pages should not be numbered as part of the manuscript. Please note that the abstracts and keywords are for the electronic edition of your book, and will not appear in the print version.

### **Front Matter**

Prepare your front matter only after you have finalized the text of your manuscript. As appropriate, order the front matter elements as follows:

- **Half Title Page:** The main title of the book (the subtitle or edition number do not appear on this page).
- **Title Page:** The book title and subtitle, if any, along with your name and. Check your name and affiliation carefully.
- **Copyright Page:** Prepared by Wiley. You do not provide this page with your manuscript.
- **Dedication:** The dedication, if there is one, should be simple and brief.
- **Contents:** This element consists of part numbers and titles, chapter numbers and titles, and the major headings of each chapter. Consult with your Subject Editor regarding the number of levels of major headings to be included in the contents. Usually no more than two levels are allowed.
- **Contributors:** If you are the volume editor for a contributor book, you should prepare an alphabetical list of contributors. Each contributor's name and affiliation should appear exactly as they do on their chapters. (Note: A mailing list for contributors should also be included with your manuscript, which is not to be confused with the list of contributors. The list of contributors will be typeset and appear in the front matter, while the mailing list will be used emailing or mailing proofs to the contributors.)
- **Foreword:** A foreword, if appropriate, is written by someone other than the author to commend the book to readers. It should not be confused with the Preface.
- **Preface:** The preface should be written in the first person and briefly discuss the purpose, scope, market, and content of your book. It should explain the main features of your book, what is unique about it, how the book is organized, and how the book can be most effectively used. If your book is a revised edition, you should include the reasons for revising the previous edition and the new features of the revision. The preface from the previous edition can be repeated in the front matter of the revised edition.
- **Acknowledgments:** Acknowledgments, if appropriate, may appear as a short passage recognizing those who aided in the preparation of the work.

### **Some specifics about the Text**

Be consistent with how you type these elements in your manuscript to help to eliminate any confusion on the part of the copyeditor or typesetter in interpreting your intent. Some guidelines for the most common elements follow:

- **Headings:** First- and second-level headings should be numbered so that you can provide useful cross references to different sections of your book. Any logical system of numbering is acceptable as long as you are consistent, but Wiley's preference is chapter/section (for example: 3.1, 3.2, 3.3, etc.). If you have cross references to sections in other chapters of your book, use double numbering (with the chapter number as the first identifier).
- **Figure Legends and Tables:** Each figure and table must be cited in the text so that the typesetter can place them as close as possible to their discussion in the text when making up the pages. For figures and tables from other sources, a complete credit or source line must be included.
- **Mathematical Equations:** For a thorough discussion of equation typesetting, see the latest edition of *Mathematics into Type* (American Mathematical Society, Providence, RI). Short equations that are not cross referenced may appear as part of the running text. In this case, material normally set above and below operators (e.g., the indices on a summation or product) should be typed to the right of the operator as subscripts and superscripts since it will be typeset that way to avoid spreading the text lines. Lengthy or complicated equations should always be displayed (typed on a separate line) since it would be difficult for a typesetter to break these equations elegantly if they cannot fit on one text line. Equations that you cross reference should be numbered (in the same format as the figures and tables), and the equation number should be typed flush right in parentheses. Superscripts and subscripts should be typed aligned or staggered as appropriate; at the first occurrence of this notation, write a note in the margin that superscripts and subscripts are to be staggered, when so typed.
- **Chemical Material:** Symbols for chemical elements should be used in compound formulas, tables, and figures. Isolated elements may be written out in full within the text, but you should not mix symbols with written-out elements in a sentence. Structural formulas should be displayed and numbered to avoid spreading lines of text. Give the full structural formula only once, and use line formulas or the structure number for further discussions of it.
- **Quotations:** Quotations should always include a source.
- **Text Footnotes:** Our style for text footnotes is the asterisk/dagger system (the first footnote on a page is cited with an asterisk, the second with a dagger, etc.). If you use these symbols in your technical notation, use a numerical system to avoid confusion.

## Back Matter

Back matter is everything following the last page of the text, such as the appendices, the glossary, the references/bibliography, and the index. The final index manuscript cannot be prepared until you have reviewed your page proofs, but all other back matter elements should be submitted with your manuscript.

## References

The References section should contain only the publication data of each paper/article/book, not discussions or descriptions of references.

## Name–Date System

The citation in the text consists of the author's name and the year of publication (a letter is added to the year to identify multiple references by the same author with the same year of publication). For multiple-author references, both names are cited for references with only two authors; references with three or more authors should be cited by the first-named author and "et al." and year of

publication. Authors' initials should not appear in the text citations of references unless needed to distinguish different authors with the same last name.

**Arrangement of References:** Single-author entries precede two-author entries beginning with the same name. Two-author entries should be arranged alphabetically by the second author's name. These are followed by entries beginning with the same name that have three or more authors; these entries should be arranged chronologically (remember that the text citations for these consist of only the first author's name, et al., and the year of publication). The year of publication should be typed in parentheses immediately following the authors' names. For example,

Adams AB (1977) . . .  
Adams AB, Carter LM (1976) . . .  
Adams AB, Thomas ZY (1943) . . .  
Adams AB, Zack CD, Knox ZY, Cox M (1950) . . .  
Adams AB, Caulfield BM, Moss L (1951) . . .

### **Numerical System**

In the numerical system, references are cited by a number in parentheses, a superscript number, or a number in brackets only. To add or delete references after you have numbered your list, you must renumber all subsequent references and change all your text citations for these references. The references should be listed in the order they are cited in the text, not alphabetically.

### **The Style of the Reference List**

The style of references of a given type should be consistent within your book. If you are following a certain referencing style for a particular discipline, such as that of the *Journal of the American Medical Association* or the *American Chemistry Society*, it's fine to continue to do so as long as you maintain that style consistently throughout your text.

See Appendix D for reference models.

## Appendix A: Suggested Naming Convention

- Place all files in a folder named with your last name.
- Name files following the convention

manuscript	Manuscript
bibliography	Bibliography
legends	Figure legends
abstract	Abstracts and keywords
tables	Tables
fg	Figure
- Include the chapter number in figure filenames.
- If there is more than one item, number the items using one leading zero if there are 99 or fewer of the item or two leading zeros if there are more than 100 of the item.
- Include the extension appropriate for the application that was used to create the file, for example

doc	Microsoft Word
txt	ASCII text
tex	TeX
cdx	ChemDraw
pdf	Adobe PDF file

### Example

Smith/

manuscript.doc  
bibliography.doc  
legends.doc  
tables.doc  
abstract.doc

ch01fg01.eps  
ch01fg02.eps  
ch01fg03.eps

ch02fg01.eps  
ch02fg02.eps

ch03fg01.eps  
ch03fg02.eps  
ch03fg03.eps  
ch03fg04.eps  
ch03fg05.eps  
ch03fg06.eps  
ch03fg07.eps  
ch03fg08.eps  
ch03fg09.eps  
ch03fg10.eps

ch04fg01.eps

## **Appendix B: Submission Checklist**

### **Text**

- Manuscript double-spaced and single-sided.
- All illustrations and tables cited in the text.
- All headings formatted to indicate their proper level of importance.
- All inserts typed or printed, double-spaced, and clearly marked for insertion in the text.
- Manuscript pages, tables, figures, references, and the like, sequentially numbered.
- Manuscript has been proofread, and matches exactly what is in the files.

### **Permissions**

- All necessary permissions (both print and electronic) obtained and included.
- Any necessary permissions that have not been obtained identified.
- Appropriate credit given in the text for all borrowed material.

### **Illustrations**

- All illustrations complete, numbered, and separate from the manuscript.
- Clear glossy prints supplied for halftones (not photocopies or previously printed tearsheets).
- Separate file for each illustration, named with the appropriate figure number. Specify software.

### **Legend Manuscript**

- There is a legend for each illustration cited in the text.

### **Tables**

- Tables cited sequentially in text manuscript.

### **Front Matter**

- Preface, table of contents, list of contributors, and dedication (if there is one) included.
- Headings listed in the table of contents match the text.
- Title page includes your name and affiliation as you wish them to appear in the printed book.

### **Files**

- Each CD or disk has a label indicating what is on it and the software used.
- Separate file submitted for each part of the manuscript.
- Filenames follow consistent convention and include extensions appropriate for the program.
- Double-spaced printout of each of the electronic files included.
- Printout of the directory for each CD/disk included.

### **Cover Letter**

Your cover letter should include:

- For any missing material, date when it will be received.
- For any files you are submitting, the hardware and software used.
- Any unusual conventions used.
- List of mail and email addresses for contributors.
- Any special requests.

## Appendix C: Sample Style Sheet

### Punctuation

Terminal punctuation retained in displayed equations.

"e.g." always preceded and followed by a comma.

Serial comma is used (x, y, and z).

### Numbers and Dates

factor of four, *not* factor of 4

1000, not 1,000

1960s, not 1960's

### Abbreviations

%

PCT theorem

SU(2)

Nth oscillator

i.e.

MeV/sec

BBS Blankenbecler-Sugar

BS Bethe-Salpeter

CG Clebsch-Gordon

cm center of mass

FW Foldy-Wouthuysen

h.c. Hermitian conjugate

KE kinetic energy

KG Klein-Gordon (*italic OK*)

LT Lorentz transformation

OBE one-boson exchange

QCD quantum chromodynamics

SHO simple harmonic oscillator

TBE two-boson exchange

### Capitalization

Coulomb's law

Fermi, fermion

Gaussian

Hermitian, but hermiticity

Schur's Lemma

Wick's theorem

Cross-references

Chapter 8

Section 1.3

Eq. (1.1)

Appendix D

Fig. 4.1A

### Spelling and Hyphenation

a-function

c-number

P-state

S-matrix

z-axis

z-direction

four-vector

three-divergence

anticommuting

antisymmetric

antiunitary

bound state

colinear

cross section

cross-sectional

diagrammatic (often misspelled diagramatic)

double pole

Schrodinger

spin orbit

time evolution

time-dependent, time dependence

Ward-Takahashi

wave length

wave number

### Bibliography Style

Author A. and B. Author (1998). Book Title, Publisher, City.

Author, A., B. Author, and C. Author (1980). Abbrev J. Title 9, 1 (2002).

### Miscellaneous

Number for a single equation on multiple lines placed on the last line of equation.

Footnote identifiers (symbols) follow sentence punctuation.

Reference citations: see Author (2003).

## Appendix D: Reference Models

The following styles are meant as suggestions; authors should focus on making references of a given type consistent within a book, rather than trying to make references conform to these models. If you are following a certain referencing style for a particular discipline, such as that of the *Journal of the American Medical Association* or the *American Chemistry Society*, continue to do so as long as you maintain that style consistently throughout your text.

Although there is no boldface or italic in these styles, boldface or italic can be retained, if they are used consistently.

The presence of certain elements in these models is not meant to imply that all elements are mandatory for references of a given type. Optional elements have been included to indicate how they would be formatted.

For all references, use whole page ranges (e.g., 225–228), not partial ranges (e.g., 225–8).

The styles below apply to numbered references. If the name–date approach is used, the year should be moved to after the last author's name and placed in parentheses. For example, the "article in journal" reference below would look like this using the name–date style:

You CH, Lee KY, Chey RY, Menguy R (1980). Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterology* 79:311–314.

When using name–date references, if more than one reference would have identical citations, append lowercase letters to the year, e.g., 1999a, 1999b, etc.

### **Journals**

In certain disciplines, journal names are always spelled out, while in others specific abbreviations prevail. Follow the nomenclature established in the literature of your subject area.

### **Article in journal**

1. You CH, Lee KY, Chey RY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterology* 1980;79:311–314.

### **Article in journal with issue number (required if the journal is paginated by issue)**

1. Eliel EL. Stereochemistry since LeBel and van't Hoff: part II. *Chemistry* 1976;49(3):8–13.

## **Books**

### **Book with authors**

1. Voet D, Voet JG. Biochemistry. New York: Wiley; 1990.

### **Book with authors, place of publication clarified**

1. Mazria E. The passive solar energy book: a complete guide to passive solar home, greenhouse and building design. Emmaus (PA): Rodale; 1979.

### **Book with editors**

1. Gilman AGT, Rall TW, Nies AS, Taylor P, editors. The pharmacological basis of therapeutics. 8th ed. New York: Pergamon; 1990.

### **Book volume with separate title**

1. Cajori F. A history of mathematical notations. Volume 2, Notation mainly in higher mathematics. Chicago: Open Court; 1929.

### **Book chapter or other part with different authors**

1. Kuret JA, Murad F. Adenohypophyseal hormones and related substances. In: Gilman AG, Rall TW, Nies AS, Taylor P, editors. The pharmacological basis of therapeutics. 8th ed. New York: Pergamon; 1990. p 1334–1360.

## **Proceedings**

### **Proceedings with title different from conference name**

1. Vivian VL, editor. Child abuse and neglect: a medical community response. 1st AMA National Conference on Child Abuse and Neglect; 1984 Mar 30–31; Chicago. Chicago: American Medical Association; 1985.

### **Paper from a proceedings with separate title**

1. Meyer B, Hermanns K. Formaldehyde release from pressed wood products. In: Turoski V, editor. Formaldehyde: analytical chemistry and toxicology. Proceedings of the symposium at the 187th meeting of the American Chemical Society; 1984 Apr 8–13; St Louis, MO. Washington: American Chemical Society; 1985. p 101–116.

## **Scientific and Technical Reports**

### **US Government report with separate performing organization**

1. Cooper LN (Department of Physics, Brown University, Providence, RI). Theoretical and experimental research into biological mechanisms underlying learning and memory. Final

progress report 1 Aug 88–31 Jul 89. Washington: Air Force Office of Scientific Research; 1990 Apr 24. Report nr AFOSR-TR-90-0672. Contract nr AFOSR-88-0288;2305;B4. Available from: NTIS, Springfield, VA; AD-A223615.

### ***Dissertations and Theses***

1. Ritzmann RE. The snapping mechanism of *Alpheid* shrimp [dissertation]. Charlottesville (VA): University of Virginia; 1974. Available from: University Microfilms, Ann Arbor, MI; AAD74-23.

### ***Patents***

#### **With inventors**

1. Harred JF, Knight AR, McIntyre JS, inventors; Dow Chemical Company, assignee. Epoxidation process. US patent 3,654,317. 1972 Apr 4.

#### **Citation by patent number (if more detailed information is not available)**

1. US patent 3,654,317. 1972 Apr 4.

### ***Electronic Documents***

#### **Cited by URL**

1. Pedersen J, Wallace M. 1999. Wiley Journals DTD: Guidelines for reference tagging. Available at <http://jws-edcd.wiley.com:8255/refguide.html>. Accessed 2002 Feb 4.

#### **Cited by DOI**

1. Owen, MJ. Release agents. In: Kirk-Othmer encyclopedia of chemical technology. Article online posting date: November 16, 2001. DOI: 10.1002/0471238961.1805120515230514.a01.pub2.

2. Oussalah M. Some notes on fusion of uncertain information. *International Journal of Intelligent Systems* 1984;19(6). Published online: April 23, 2004. DOI: 10.1002/int.20001.

### ***Standards***

1. ANSI X3.135-1986. Information technology—Database languages—Structured query language (SQL). New York: American National Standards Institute; 1986.

### ***Personal Communications***

1. Humphreys L, IBM Corp., New York. Personal communication. June 24, 1990.