An invaluable resource for anyone working in science editing. Featuring 56 chapters written by 40 international authors with experience in all areas of science editing and publishing, it covers a wide range of subjects, including all aspects of copy editing, running a journal, and many useful articles on publishing in this digital era.

Section 1  Editing  Section 4  Peer review
Section 2  Nomenclature and terminology  Section 5  Ethics
Section 3  Policies and processes  Section 6  Publishing and promoting

Order via www.ease.org.uk/webshop - £24.99
Contents

Section 1: Editing
1.1: Copy-editing scientific papers, Maeve O’Connor, Margaret Cooter, Sylwia B. Ufnalska
1.2: Editing texts by non-native speakers of English, Joy Burrough-Boenisch
1.3: Increasing your editing efficiency by using macros, Paul Beverley
1.4: Using units and quantities correctly, Arjan K.S. Polderman
1.5: Numerals, John W. Glen, Arie A. Manten
1.6: Layout and principles of lists, A.J. (Tom) van Loon
1.7: Symbols for physical quantities, Göran I. Ågren
1.8: References, Elisabeth Heseltine
1.9: Editing and design of tables, Yateendra Joshi
1.10: Editing graphs, Naomi B. Robbins
1.11: Last but not least – the index, Ann Kingdom
1.12: Career and personal development for editors, Pippa Smart, Tim Albert

Section 2: Nomenclature and terminology
2.1: Nomenclature and typography in chemistry and pharmacy, Arjan K.S. Polderman
2.2: Anatomical nomenclature, Jenny Gretton
2.3: Bacteriological nomenclature, Mercè Piqueras, Ricardo Guerrero
2.4: Virus nomenclature, Jens H. Kuhn
2.5: Best practice in the use of the scientific names of animals, David G. Notton, Elinor Michel, Natalie Dale-Skey, Svetlana Nikolaeva, Steven Tracey
2.6: Scientific names of algae, fungi, and plants, David L. Hawksworth
2.7: Mineralogical nomenclature, Andrew M. Clark
2.8: Nomenclature of igneous rocks, A.J. (Tom) van Loon
2.9: Nomenclature of sedimentary rocks, A.J. (Tom) van Loon
2.10: Nomenclature of metamorphic rocks, A.J. (Tom) van Loon
2.11: Stratigraphic nomenclature, A.J. (Tom) van Loon

Section 3: Policies and processes
3.1: Facing the void: editorial policies, Elise Langdon-Neuner
3.2: Today's hot topics in editorial policy, Elise Langdon-Neuner
3.3: Establishing a new journal, Matko Marušić, Ana Marušić, Ruth King
3.4: Editorial boards, Irene Hames
3.5: Organizing the editorial board and office, Matko Marušić, Ana Marušić
3.6: Scientific authorship, Ana Marušić, Matko Marušić
3.7: Instructions to authors, Elisabeth Heseltine
3.8: Editorial processing of manuscripts and proofs, Pamela Lepkowski, Mark E. Schweitzer
3.9: Book reviews, James Hartley

Section 4: Peer review
4.1: Peer review at the beginning of the 21st century, Irene Hames
4.2: Working with peer reviewers, Nikki Lazenby, Ashlie Carlson
4.3: Peer review reports as a tool for improving a journal, Michael Willis, Elizabeth Blalock
4.4: Peer review systems, Elizabeth Wager
4.5: The changing face of peer review, Irene Hames

Section 5: Ethics
5.1: Dealing with fraud, Elizabeth Wager
5.2: Images in figures: quality control and managing illegitimate image manipulation, David L. Vaux
5.3: Conflicts of interest in biomedical publications, Hervé Maisonneuve, Marc A. Rodwin
5.4: Editors and commercial companies, Elizabeth Wager
5.5: Plagiarism, Karen Shashok
5.6: Reporting guidelines: a tool to increase completeness, transparency, and value of health research published in your journal, Iveta Simera
5.7: Basic statistical reporting for articles published in clinical medical journals: the Statistical Analyses and Methods in the Published Literature, or SAMPL guidelines, Thomas A. Lang, Douglas G. Altman

Section 6: Publishing and promoting
6.1: Requirements and preferences for the first page of journal articles, A.J. (Tom) van Loon
6.2: Requirements and preferences for individual issues and entire volumes of printed journals, A.J. (Tom) van Loon
6.3: Design: print and web, Manuella Walker
6.4: Grey literature: challenges and responsibilities for authors and editors, Paola De Castro, Sandra Salinetti
6.5: CrossRef DOIs and reference linking, Patricia Feney
6.6: Open access journals – it’s not all about free, Pippa Smart
6.7: Legal issues: copyright, plagiarism, and other concerns, Pippa Smart
6.8: Multidisciplinary bibliographic databases, Armen Yuri Gasparyan, Lilít Ayyazyan, George D. Kitas
6.9: Bibliometrics for journal editors – an overview, Jenny Neophytou
6.10: Promotion of journals, especially small scholarly journals, Anna Marušić, Matko Marušić
6.11: Maximizing research visibility, impact, and citation: tips for editors and authors, Emma R. Norman
6.12: Using social and traditional media to promote awareness of your publications, Sharon Mathelus, Jennifer Beal

Published by EASE (European Association of Science Editors), UK
Order your copy from www.ease.org.uk/webshop
£24.99