INSTRUCTIONS TO AUTHORS

Word Ways is interested in receiving original articles (non-fiction, fiction or poetry) relating to recreational logology. All articles should be sent to the editor, Jeremiah Farrell, 9144 Aintree Dr., Indianapolis, Indiana 46250 (wordways@butler.edu).

Although handwritten articles are permissible, authors are encouraged to send typewritten ones. Most desirable are computer-ready articles in Microsoft Word having the following specifications:

Title: 16 pt Helvetica Bold
Text: 11 pt Times New Roman
Page Size: 7 inches horizontal, 9 inches vertical

Diagrams and the like should be drafted in black or India ink in a form suitable for photo-offset.

In non-fiction articles, the responsibility for the accuracy of any statement rests primarily with the author. The general scope of any investigation should be defined: for example, a statement that words have been taken from the Merriam-Webster Collegiate Dictionary or the Merriam-Webster Unabridged Dictionary, Third Edition., or place names taken from the Times Index-Gazetteer of the World. If a word or name comes from an unusual source, this should be identified. Footnotes in general should be avoided; references can be given either in the text or at the end of the article.

INSTRUCTIONS TO SUBSCRIBERS

Word Ways is sent out under a second-class mailing permit. When a subscriber moves, the post office does not forward the magazine; instead it returns the mailing label and charges for this service. A replacement copy must then be mailed to the subscriber’s new address at third-class rates ($1.70 in 2000). Since these costs are not reflected in the price of the basic subscription, it is necessary to charge an additional fee of $2 for a replacement copy if Word Ways is not notified in advance (by February 1, May 1, August 1, November 1) of an address change. Word Ways will continue to replace at no charge copies lost in the mail that were sent to the correct address.

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