

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, A. Ross Eckler, Spring Valley Road, Morristown NJ 07960 (wordways@juno.com).

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: 6 inches horizontal, 8 inches vertical

Line Spacing: 6 lines per inch

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.

Non-subscribers to Word Ways will receive a copy of the issue in which their article appears.

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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 Feb 1, May 1, Aug 1, Nov 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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