

British Library Lending Division Supplementary Publications Scheme – Supplementary Data: Notes for Depositors

Authors with supplementary data for deposit should read the following with care.

The volume of research, the increasing facilities for producing and analysing data mechanically, and the rising cost of printing have each made it difficult to publish in the normal way the full details of experimental data which are available. Moreover, whilst there may be a large audience for the general methods of a research project and its conclusions, the number of scientists interested in details in any particular case may be quite small. Therefore, in consultation with interested journal editors, the British Library Lending Division has developed a scheme for the storage and dissemination of detailed material which supplements articles published in learned scientific journals.

Under this scheme, authors submit articles and their supplementary material to the journal editors simultaneously and both are refereed. The supplementary material is subsequently sent by the editors to the Lending Division, where it is stored. Photocopies are obtainable from the Lending Division by individuals both in the U.K. and abroad, on quoting the Supplementary Publication Number appearing in the parent article.

Authors are invited to submit such items as crystallographic structure factor tables, text diagrams, graphs and spectra to journal editors to be deposited in like manner. Other material suitable for deposition includes computer programs, evidence for amino-acid sequences, and fuller details of experimental techniques. However, material supplementing books cannot normally be accepted.

The essential characteristic of a Supplementary Publication is that it is incomplete and almost valueless without the parent paper, and its existence need be announced only in that parent paper. Separate mention in a publication such as *Chemical Abstracts* is therefore pointless.

Supplementary Publication Numbers, in the form SUP 10001, are assigned by the Lending Division to each deposited item, on receipt. However, in the case of journals making extensive use of the scheme, the Lending Division may assign whole blocks of numbers to the editors, so that they can assign individual numbers sequentially themselves (before the proof stage) and thus eliminate possible delays.

The present published paper should contain a reference to the deposited material in the form: “. . . has been deposited with the British Library at Boston Spa, Wetherby, West Yorkshire, U.K., as Supplementary Publication No. SUP . . . (. . . pages)”. It should be made absolutely clear what kind of information the deposited material contains. It is also necessary for participating journals to publish a note on the scheme and the method of obtaining copies, to which reference can be made in the present articles; this note should preferably appear in every relevant issue on a page that will not be lost on binding, and might well be included in the journal's “Instructions to Authors”. Alternatively, journal editors using the scheme very infrequently may prefer to publish information on how to purchase copies as a brief footnote to each article for which there is material deposited at Boston Spa – as in *J. Phys. B.* 1982, 5 (4), 767.

A Supplementary Publication should not normally comprise material relating to more than

one published article, unless such material is indivisible. Exceptionally, where the material supplementing a single article is of great length and falls into independent sections, editors should consider whether it might be better to subdivide the deposited material into two (or more) separate Supplementary Publications, as it will not be possible to supply enquirers with copies of anything less than a whole Supplementary Publication.

The Lending Division cannot undertake any editorial responsibility for the content or layout of Supplementary Publications. Copies supplied on demand will be reproduced by xerography, and it is necessary for authors, or journal editors, to prepare suitable copy according to the following specifications:

- (a) Maximum page size for text or tables in typescript or computer printout: 33cm high X 24cm wide, including margins. Optimum page size: A4.
- (b) Tabular matter should be headed descriptively on the first page, with column headings recurring on each page.
- (c) Pages should be clearly numbered to ensure the correct sequence is retained.
- (d) It is suggested that some prefatory text should be included, such as the authors' abstract from the parent paper.
- (e) Characters, whether typescript, manuscript, or computer printout should be on black or white paper, with good contrast. Coloured originals, especially NCR blue copies, are not suitable for reproduction, nor are under-toned (i.e., pale grey) xerographic copies. Colour-stripped computer stationery should preferably be avoided too.
- (f) Half-tones and plates cannot be reproduced adequately by the processes employed, and such material should not be deposited for its own sake, but only if it forms an integral part of other supplementary material.
- (g) Microfiche and COMfiche can be accepted only in exceptional circumstances and must be prearranged.
- (h) Computer printout should not be greatly photoreduced; no more than 35% linear reduction is acceptable. As submitted to journal editors at present, structure factor tables are often photoreduced to the point of near illegibility, but there is little point in depositing for posterity material which is virtually irreproducible by the processes available (i.e., xerography and microphotography). Structure factor tables prepared from computer printout must be presented as indicated above, and not in the form of continuous printout. A suitable program for formatting structure factor tables to meet the above size requirements is the *CRYSLQ* program, which is part of 'The X-ray System, version of 1970' by J. M. Stewart, F. A. Kundell and J. C. Baldwin, Chemistry Department, University of Maryland. Acceptably sized pages may otherwise be produced by cutting and pasting the printout.

All material for deposition should be addressed *personally* to:

Mr J. P. Chillag, British Library Lending Division, Boston Spa, Wetherby, West Yorkshire LS23 7BQ. Any items not personally addressed could easily go astray in the large volume of mail received by the library. *The Lending Division cannot accept material direct from authors, but only via journal editors.* Deposited originals cannot be returned to authors, nor to journal editors, although special arrangements have been made with certain editors for the return of originals or copies for storage in a second depository. Such duplicate deposition is considered to be desirable. Copyright in a Supplementary Publication is considered to be held by the authors, but the act of deposition is taken to grant the Lending Division with an unlimited licence to copy, and, at its own discretion, to extend this licence to foreign national depositories. No charges are made for deposition.

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