

THE PREPARATION OF MANUSCRIPTS

The attention of authors is particularly directed to the following requests.

1. Papers should be typed, double-spaced, on one side of white paper (of which A4, 210 by 297 mm, is a suitable size). The pages must be numbered. Margins of 30 mm should be left at the side, top and bottom of each page. Two clear copies should be sent.

A cover page should give the title, the author's name and institution, with the address at which mail is to be sent.

The title, while brief, must be informative (e.g. *A new proof of the prime-number theorem*, whereas *Some applications of a theorem of G. H. Hardy* would be useless).

The first paragraph or two should form a summary of the main theme of the paper, providing an abstract intelligible to mathematicians.

For a typescript to be accepted for publication, it must accord with the standard requirements of publishers, and be presented in a form in which the author's intentions regarding symbols etc. are clear to a printer (who is not a mathematician).

The following notes are intended to help the author in preparing the typescript. New authors may well enlist the help of senior colleagues, both as to the substance of their work and the details of setting it out correctly and attractively.

2. Notation

Notation should be chosen carefully so that mathematical operations are expressed with all possible neatness, to lighten the task of the compositor and to reduce the chance of error.

For instance n_k (n sub k) is common usage, but avoid if possible using c sub n sub k . Fractions are generally best expressed by a solidus. Complicated exponentials like

$$\exp\{z^2 \sin \theta / (1 + y^2)\}$$

should be shown in this and no other way.

In the manuscript, italics, small capitals and capitals are specified by single, double and triple underlinings. Bold faced type is shown by wavy underlining; wavy will be printed wavy.

It helps if displayed equations or statements which will be quoted later are numbered in order on the right of their line. They can then be referred to by, for example, 'from (7)'.

The author must enable the printer (if necessary by pencilled notes in the margin) to distinguish between similar symbols such as o , O , 0 ; x , X , \times ; ϕ , Φ , \emptyset ; l , 1 ; ϵ , \in ; κ , k .

Greek letters can be denoted by Gk in the margin.

If an author wishes to mark the end of the proof of a theorem, the sign \square may be used.

Footnotes should be avoided.

3. Diagrams

It is extremely helpful if diagrams are drawn in Indian ink on white card, faintly blue or green-lined graph paper, or tracing cloth or paper. *Symbols, legends and captions should be given on a transparent overlay*. Each text figure must be numbered as Figure 1, Figure 2, ... and its intended position clearly indicated in the manuscript:

Figure 1 here

The author's name in pencil must be on all separate sheets of diagrams.

A figure is expensive to reproduce and should be included only when the subject matter demands it, or when it greatly clarifies the exposition.

The Society recognizes that some authors do not have the facilities for producing drawings of a sufficiently high standard to be reproduced directly and it is therefore willing to have such diagrams re-drawn, provided that they are clear.

4. Tables

Tables should be numbered (above the table) and set out on separate sheets. Indicate the position of each in the text as for figures:

Table 3 here

5. References

References should be collected at the end of the paper numbered in alphabetical order of the authors' names. Titles of journals should be abbreviated as in *Mathematical Reviews*. The following examples show the preferred style for references to a paper in a journal, a paper in a proceedings volume, a book and an unpublished dissertation:

- [1] J. F. ADAMS. On the non-existence of elements of Hopf invariant one. *Ann. of Math.* (2) 72 (1960), 20–104.
- [2] M. P. FOURMAN and D. S. SCOTT. Sheaves and logic. In *Applications of Sheaves*, Lecture Notes in Math. vol. 753 (Springer-Verlag, 1979), pp. 302–401.
- [3] P. T. JOHNSTONE. *Stone Spaces*. Cambridge Studies in Advanced Math. no. 3 (Cambridge University Press, 1982).
- [4] F. W. LAWVERE. Functorial semantics of algebraic theories. Ph.D. thesis, Columbia University (1963).

*Mathematical Proceedings of
the Cambridge Philosophical Society*

MPCPCO 107 (Pt 1) 1-192 (1990) 0305-0041 January 1990

CONTENTS

	PAGE
CREMONA, J. E. & ODONI, R. W. K. A generalization of a result of Iwasawa on the capitulation problem	1
CUSICK, T. W. Units in real cyclic quartic fields.	5
CURTIS, R. T. Geometric interpretations of the 'natural' generators of the Mathieu groups	19
HOFFMANN, P. N. & HUMPHREYS, J. F. Real projective representations of finite groups	27
BROWN, RONALD & HIGGINS, PHILIP J. Crossed complexes and chain complexes with operators	33
BUNGE, MARTA. An application of descent to a classification theorem for toposes	59
FAWCETT, BARRY & WOOD, R. J. Constructive complete distributivity. I	81
SANKARAN, G. K. Stable quintuples and terminal quotient singularities	91
HIRSCH, MICHAEL D. The complement of a codimension- k immersion	103
ITOH, TAKASHI. The maximal C^* -norm and the Haagerup norm	109
BOWERS, PHILIP L. Maximally symmetric homogeneous metrics on manifolds	115
RIEGER, J. H. Versal topological stratification and the bifurcation geometry of map-germs of the plane.	127
SCHÜRSMANN, MICHAEL. A class of representations of involutive bialgebras	149
PAKES, ANTHONY G. The Markov branching process with density-independent catastrophes. III. The supercritical case	177

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CAMBRIDGE UNIVERSITY PRESS

THE PITT BUILDING, TRUMPINGTON STREET, CB2 1RP

40 WEST 20TH STREET, NEW YORK, NY 10011, USA

10 STAMFORD ROAD, OAKLEIGH, MELBOURNE 3166, AUSTRALIA

Price £23.00 net (USA and Canada US \$54.00)

Subscription price £65.50 per volume (£131.00 per annum) net post free

(US \$139.00 per volume (US \$278 per annum) in USA and Canada)

Printed in Great Britain by the University Press, Cambridge