Journal of the Iowa Academy of Science: JIAS

Volume 105 | Number Article 9

1998

Checklist of Instructions for Authors

Let us know how access to this document benefits you

Copyright © Copyright 1998 by the Iowa Academy of Science, Inc.

Follow this and additional works at: https://scholarworks.uni.edu/jias

 Part of the Anthropology Commons, Life Sciences Commons, Physical Sciences and Mathematics Commons, and the Science and Mathematics Education Commons

Recommended Citation

(1998) "Checklist of Instructions for Authors," *Journal of the Iowa Academy of Science: JIAS, 105(3),* 141-143.

Available at: https://scholarworks.uni.edu/jias/vol105/iss3/9

This Back Matter is brought to you for free and open access by the IAS Journals & Newsletters at UNI ScholarWorks. It has been accepted for inclusion in Journal of the Iowa Academy of Science: JIAS by an authorized editor of UNI ScholarWorks. For more information, please contact scholarworks@uni.edu.

Offensive Materials Statement: Materials located in UNI ScholarWorks come from a broad range of sources and time periods. Some of these materials may contain offensive stereotypes, ideas, visuals, or language.

Journal of the Iowa Academy of Science
Checklist of Instructions for Authors

TO AUTHORS: Please photocopy this form and use it as a checklist and guide to format as you prepare your manuscript. Submit the completed and signed form with your manuscript. Manuscripts that do not conform to these guidelines will not be accepted for review unless discipline-specific formats are specified with submission.

What address should we use for correspondence regarding this manuscript?

Name: _____

Professional Address: _____

_____

Phone, include Area Code: _____

Fax _____ e-mail _____

Possible Reviewers

Name: _____

Professional Address: _____

_____

Phone, include Area Code: _____

Fax _____ e-mail _____

Name: _____

Professional Address: _____

_____

Phone, include Area Code: _____

Fax _____ e-mail _____

I. General Instructions and Text

☐ Prepare manuscripts on 8.5 × 11 inch paper, typed on one side only. Leave 1.5" (37mm) margin at top, bottom, and sides. Do not hyphenate words at ends of lines.

☐ Double space EVERYTHING throughout, including tables, figure legends, and literature cited.

☐ If possible, use italic type instead of underlining words to be italicized. Do not italicize "et al."

☐ Cite each figure and table in text. Tables and figures must be sequenced in the order cited. Use "Figure" only outside of parentheses; otherwise, use "Fig." if singular or "Figs." if plural (e.g. Fig. 2; Figs. 2 and 3; Figs. 1–3).

☐ To cite figures from another work, write figure or fig. in lowercase (e.g. figure 2 in Smith (1980); Smith 1980:fig. e; Jones 1987: table 5).

☐ All measurements are to be given in S.I. units. Use appropriate abbreviations. English units may follow after in parentheses. Do not place a period after S.I. unit abbreviation (e.g. 3 mm)

☐ Chemical names: Use formal name first time with abbreviation or common or trade name in parentheses.

☐ Use continental dating (e.g. 16 March 1996),the 24-hour clock (e.g. 0800 and 2300), and standard time (not daylight savings time). Specify that it is Standard Time (e.g. EST for Eastern Standard Time) at first reference to time of day.

☐ Organism names: Latin binomial, italicized, with authority if used in your discipline (e.g. *Bufo americanus* Holbrook) for first mention. Place in conjunction with accepted common name which may be used subsequently. If taxonomy is in question, please cite reference in Methods section.

☐ Use the following abbreviations: s (second), min (minute), h (hour), yr (year); designate temperature as __°C. Do not place a space between temperature, symbol, and C. Do not place a period after the abbreviation, and do not abbreviate day, week, or month.

☐ For user-defined abbreviations, write out words in full the first time that the term is used in text. Abbreviate thereafter.

☐ Use the following statistical abbreviations: ANOVA, SD, SE, df, ns, n, P, r, F, t-test, chi-square, χ^2, U-test. For other statistical abbreviations, identify the full name in the text and cite the reference as needed.

☐ Numbers: Write out one to nine unless a measurement, but use numerals for larger numbers (e.g. four fish, 7 mm, 10 days, 4 min). If number is in a series with at least one number being 10 or more, then use all numerals (e.g. 6 males and 14 females). Use

1,000 not 1000, 0.01 not .01, and 50% instead of 50 percent for ratios. Do not use percentage to express concentrations; use actual units (i.e. 120 ppm should be 120 mg/kg). Use either a slash (/) or negative exponents to express unit ratios, but do not mix the two in the manuscript.

☐ Headings: Main headings all caps and centered. Secondary headings upper and lower case, at far left, not underlined. Start next line as indented paragraph.

☐ Author surname(s) and page number at upper right of each page, starting with title page as page 1.

☐ Organization: The usual organization is: Title page, Abstract (separate page), Introduction (not identified by a main heading), Methods, Results, Discussion, Acknowledgments, Literature Cited, Tables, Figure legends, Figures (separate page). Consult with the editor if you wish to deviate.

☐ Title Page should include the following in this order: A running head (36 characters or less), title (upper and lower case), author(s) name(s) (all caps), and addresses (upper and lower case) at time research was carried out. Sponsorship or current addresses if different should be indicated as footnotes at bottom of title page. Footnotes can also be used to indicate the death of an author. Leave 10 spaces at top of page.

☐ Second page should include only the Abstract, without a heading, and 3 or more INDEX DESCRIPTORS (key words) as appropriate (see recent issues)

☐ Begin the third page with the Introduction, but do not include the heading. Subsequent headings may be continuous in the text, with centered, full-caps headings.

☐ Each reference cited in text must be listed in Literature Cited and vice versa. Please make final check before submitting and when manuscript is revised.

☐ Literature citations in text preferably follow the examples below:

1. One author-Jones (1988) or (Jones 1988).
2. Two authors-Jones and Smith (1990) or (Jones and Smith 1990).
3. Three or more authors-Jones et al. (1994) or (Jones et al. 1994). In Literature Cited section, give names of all authors.
4. Manuscripts that are accepted for publication but not yet published-Jones (in press) or Jones (1997) if date is known.
5. Unpublished materials-(Jones unpubl. data); (Jones pers. obs.); or (Jones pers. comm.).
6. Multiple citations within parentheses-list authors in chronological order of publications.

II. Literature Cited (continue page numbering)

☐ Verify all entries against original sources, especially journal titles, volume and page numbers, accents, diacritical marks, and spelling in languages other than English.

☐ Cite references in alphabetical order by first author's surname and then his/her initials. References by a single author precede multiauthored works by the same first author, regardless of date. Listings with multiple authors are done by first author's surname and initials with subsequent authors listed with initials first followed by their surnames. Multiauthored works should maintain the order of authors as listed on the original publication.

☐ List works by same author(s) in chronological order, beginning with the earliest date of publication. If author has two works in same year, place in alphabetical order by first significant word in title; these works should be lettered consecutively (e.g. 1990a, 1990b).

☐ "In press" citations must have been accepted for publication, with the name of journal or publisher included.

☐ Insert a period and space after each initial of an author's name.

☐ Citations should follow formats below with complete name of journals (i.e. no abbreviations). However, *for submission on diskette, do not add any indentations.* For computerized submissions, leave all margins flush left, and the indentations will be added by the typesetter.

Papers:

GROSS, W. A. O. 1935. The life history cycle of Leach's Petrel (*Oceanodroma leucorhoa leucorhoa*) on the outer sea islands of the Bay of Fundy. Auk 52:382–389.

RICKLEFS, R. E., C. H. DAY, C. E. HUNTINGTON, and J. B. WILLIAMS. 1986. Daily energy expenditure by adult Leach's Storm-Petrels during the nesting cycle. Physiological Zoology 59:649–660.

WITTENBERGER, J. F., and R. L. TILSON. 1980. The evolution of monogamy: Hypotheses and evidence. Annual Review of Ecology and Systematics 11:197–232.

Dissertations, Books, Symposia, Chapters:

BROWN, R. G. B. 1980. Seabirds as marine animals. Pages 1–31. *In* Behavior of marine animals. J. Burger, B.L. Olla, and H.E. Winn, eds. Plenum Press, New York.

LACK, D. 1954. The natural regulation of animal numbers. Oxford University Press, London.

WILKINSON, L. 1989. SYSTAT: The system for statistics. SYSTAT, Inc., Evanston, Illinois.

Electronic Sources:

Sources retrieved from electronic sources (i.e. WWW, Internet, or CD's) should also be cited. For guidelines, consult Electronic Style: A Guide to Citing Electronic Information by Xia Li and Nancy B. Crane (1993). Some of this information is summarized at www.mtmercy.edu/lib/note12.htm

III. Tables (continue page numbering)

☐ Each table must start on a separate sheet and be double-spaced throughout (header, table body, footnotes). Table number should be Arabic numeral followed by a period. Capitalize first word of title; all the words should be lowercase unless a proper noun. Include a period at end of title. Place after Literature Cited section.

☐ Indicate footnotes by lowercase superscript letters (a,b,c,etc.).

☐ Do not use vertical lines in tables.

☐ Include double horizontal lines below title, single below column headings and at end of table.

☐ Fill blank spaces with a dash. Save each table to a separate file on disc and note the name of the file.

IV. Figures (continue page numbering)

☐ Computer-generated illustrations are preferred. Store each illustration in a separate file and note the name of the file. Files should be in TIFF or EPS format.

- ☐ Illustrations should be black and white glossy photographs, drawings, or graphs. Illustrations should be prepared to professional standards, preferably a high-contrast photo.
- ☐ For initial submission, do not send original illustrations.
- ☐ Figures should be no larger than 8.5 × 14 inches in size.
- ☐ Where possible, group several illustrations as panels in a single figure. Submit as a single figure.
- ☐ Prepare illustrations keeping in mind dimensions of a page in JIAS. They will be printed in a single column or across both columns.
- ☐ If you do not use a computer, each original figure should have press-on symbols or symbols made with a lettering set. Freehand symbols are not acceptable.
- ☐ Figure legends: Start with "Fig." Indent and double-space legends. Type legends in paragraph form.
- ☐ Do not include "exotic symbols" (lines, dots, triangles, etc.) in figure legends; either label them in the figure or refer to them by name in legend. If you are uncertain whether or not a symbol is acceptable, please contact the editor.
- ☐ Figure number and author(s) name(s) should be lightly printed on the back of each illustration.

V. What and Where to Submit

- ☐ Three good copies of the manuscript. Unstapled. You keep the original. Include good copies of each table and figure. Final submission format of revised manuscripts is noted below.
- ☐ This submission form and checklist with completed items marked. Editor welcomes comments on how to improve submission criteria. Sign the statement at bottom.
- ☐ If you desire acknowledgment of submission, fill in and self-address a post card and affix proper postage, or supply e-mail address.
- ☐ Submit to: Neil P. Bernstein, Editor
  Department of Biology
  Mount Mercy College
  1330 Elmhurst Drive NE
  Cedar Rapids, IA 52402

Final Submission After Revisions: It is preferred that final submission be on diskette. Word or Wordperfect are preferred, but ASCII text or other formats are also acceptable (check with editor). On the disk, state authors names, names of all files, the word processing program (including version) that you are using (i.e. Wordperfect 5.1 for DOS or Word 7 for Windows) and the operating system (e.g. MacIntosh OS 7.5, Windows 95, etc.). Figures submitted on disk should also contain similar information regarding the graphics program. Submit the diskette along with 2 copies of the corrected manuscript and original figures.

Signature of Senior Author

This manuscript reports on original research not published elsewhere. It is submitted exclusively to *The Journal of the Iowa Academy of Science.* In preparing this manuscript, all conventions of this journal have been followed.

Signature of author Date