

1996

Checklist of Instructions for Authors

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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.

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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.
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- Second page should include only the Abstract, without a heading, and 3 or more INDEX DESCRIPTORS (key words) as appropriate (see recent issues)
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 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.).
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- Cite references in alphabetical order by first author's surname and then his/her initials. References by a single author precede multi-authored 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. Multi-authored 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.

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)

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- For initial submission, do not send original illustrations.
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- Prepare illustrations keeping in mind dimensions of a page in JIAS. They will be printed in a single column or across both columns.
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- 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.
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Signature of Senior Author

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Signature of author

Date