


1991

Journal of the Iowa Academy of Science Submission Form and Instruction Sheet

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Recommended Citation

(1991) "Journal of the Iowa Academy of Science Submission Form and Instruction Sheet," *The Journal of the Iowa Academy of Science: JIAS*: Vol. 98: No. 1 , Article 6.

Available at: <http://scholarworks.uni.edu/jias/vol98/iss1/6>

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Journal of the Iowa Academy of Science Submission Form and Instruction Sheet

TO AUTHORS: Please photocopy both pages of this form and use them as a checklist and guide to format as you prepare your manuscript for the Journal. It greatly speeds up the reviewing and publication process if you follow these instructions. Copies of this form may also be obtained from Managing Editor, Journal, Iowa Academy of Science, P.O. Box 868, Cedar Falls, IA 50613.

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Check each relevant box after you comply with the requirement.

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- Use 8½ x 11 inch paper, typed on one side only. Leave 1½" (37 mm) margin at top, bottom, and sides.
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- Title page. Include only title, author(s) name(s) and address(es), all centered, and footnotes (see recent issues). Title should be in upper and lower case and author's name in all upper case.
- 2nd page. Include only the abstract, without heading, and 3 or more INDEX DESCRIPTORS (key words) as appropriate (see recent issues).
- Following pages. Body of text, without tables or figures.
- Author surnames and page number at upper right of each page, starting with title page as page 1.
- Headings. Main headings all caps and centered. Secondary headings, upper and lower case, at far left, not underlined. Start next line as indented paragraph.
- Numbers. Write out at start of sentence. Within sentence, 10 or less written out or not, but used consistently; 10 and greater never written out.

- Chemical names. Use formal name first time with abbreviation or common or trade name in parentheses.
- Metric measurements. Use exclusively or in parentheses after English units.
- Organism names. Latin binomial, underlined, with authority, e.g., Bufo americanus Holbrook, for first mention. Accepted common name may be used subsequently.

Acknowledgements

- This follows text, with a main heading.
- Acknowledge any figures borrowed from other sources.

References

- Heading is REFERENCES, all caps and centered.
- Each reference cited at least once in text.
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Plan tables carefully. See examples in recent issues.

- Each table is double spaced throughout.
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- For footnotes, use small superscript letters - a,b,c,etc.
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Preparation of Figures

Black and White Figures (drawings, graphs, maps): These must be sharply drawn and professionally labeled. Make large figures, label with press-on (transfer) letters and symbols or use a lettering set, then have campus or commercial printer make a PMT (photo-mechanical transfer) of desired size. Submit PMT as the original of that figure.

- Each original figure labeled with press-on symbols or with lettering set. Freehand or typed symbols not acceptable.
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- Submit separate photos either 1-column (88mm) or full page (182mm) width, with maximum length of 225mm. NO OTHER SIZES ACCEPTABLE.
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- Do not group photos and black and white figures together.
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- All figures, black and white and photos, are numbered in consecutive order (1,2,3, etc.) and placed in order at end of manuscript, after figure captions.

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- Three good copies of the manuscript. Unstapled. You keep original.
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