


1988

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

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

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CHECKLIST FOR PREPARATION OF MANUSCRIPT

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.
- Double space EVERYTHING (incl. refs, tables, etc.).
- 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.
- Terms to be abbreviated. Spell out first time with abbreviation following in parentheses.
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- 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.
- Each author's name in caps.
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- Each table is double spaced throughout.
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- Blank spaces in columns filled in with a dash.
- In dense tables, leave an extra blank line every 5-6 lines.
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- Each table on separate numbered page, after REFERENCES.

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.
- Each figure is submitted as a PMT either 1-column (88mm) or full page (182mm) width reproduced on an 8½ x 11 inch page. NO OTHER SIZES ARE ACCEPTABLE.
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