Title of a Paper Prepared for the Arkansas Academy of Science Journal (14 point, bold, centered) [Instructions for Authors]

Academy Editors
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A.E. Firstauthor\textsuperscript{1}, B.F. Second\textsuperscript{1}, C.G. Third\textsuperscript{2}, and D.H. Lastauthor\textsuperscript{1} (12 point font, normal, centered)

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\textsuperscript{2}Arkansas Game and Fish Commission, 915 E. Sevier Street, Benton, AR 72015 (10 point font, italic, centered)

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Instructions (11 point font, bold)

The \textbf{JOURNAL OF THE ARKANSAS ACADEMY OF SCIENCE} is published annually. It is the policy of the Arkansas Academy of Science that 1) at least one of the authors of a paper submitted for publication in the \textit{JOURNAL} must be a member of Arkansas Academy of Science, 2) only papers presented at the annual meeting are eligible for publication, and 3) the manuscript is due at the time of presentation. Manuscripts should be e-mailed to Dr. Ivan Still, the Managing Editor of the Journal (istill@atu.edu) two days before the meeting. An electronic copy (on CD) and hard copy should be handed to the editorial staff at the meeting. The hard copy should include a separate title page with authors’ names and addresses. The authors should obtain the signature of one of the editorial staff to acknowledge our receipt of the manuscript. After the meeting all correspondence regarding response to reviews etc. should be directed to the Managing Editor. Publication charges ($50 per page) are payable when the corresponding author returns their response to the reviewers’ comments, and should be sent to the Editor-in-Chief, Dr. Mostafa Hemmati (mhemmati@atu.edu). Please note that the corresponding author will be responsible for the total publication cost of the paper and will submit one check for the entire remittance by the set deadline. The check must contain the manuscript number (which will be assigned prior to return of reviews). All manuscript processing, review and correspondence will be carried out electronically using e-mail. Thus, authors are requested to add the editors’ e-mail addresses to their accepted senders’ list to ensure that they receive all correspondence.

Original manuscripts should be submitted either as a feature article or a shorter general note. Original manuscripts should contain results of original research, embody sound principles of scientific investigation, and present data in a concise yet clear manner. The \textit{JOURNAL} is willing to consider review articles. These should be authoritative descriptions of any subject within the scope of the Academy. Authors of reviews must refrain from inclusion of previous text and figures from previous reviews or manuscripts that may constitute a breach in copyright of the source journal. Reviews should include enough information from more up-to-date references to show advancement of the subject, relative to previously published reviews. Corresponding authors should identify into which classification their manuscript will fall.

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**Proposed timetable for manuscript processing**

2 days before AAS annual meeting: authors e-mail manuscript to Managing Editor.

AAS annual meeting: authors submit electronic (on CD) and hard copy to editorial staff at the meeting.

End of May: Initial editorial review. Manuscripts sent to reviewers.

End of July: All reviews received. Editorial decision made on reviewed manuscripts. Manuscripts returned to authors for response to reviewers’ critiques.

End of August: Authors return revised manuscripts 28 days after editorial decision/reviewers critiques were e-mailed. Corresponding author submits publication charges.
The prompt return of revised manuscripts and payment of publication costs is critical for processing of the journal by the journal staff. If the corresponding author will be unable to attend to the manuscript within the framework of this schedule, then it is the responsibility of the corresponding author to make arrangements with a coauthor to handle the manuscript. NB. The corresponding author will be responsible for submitting the total publication cost of the paper. Failure to pay the publication charges in a timely manner will prevent processing of the manuscript.

Preparation of the Manuscript

1. Use Microsoft Word 2003 or higher for preparation of the document and the file should be saved as a Word Document.
2. The text should be prepared in two columns and the distance between columns should be 0.5 inch.
3. Indent paragraphs and subheadings 0.25 inch.
4. Use 11 point font in Times New Roman for text. Fonts for the rest of the manuscript must be:
   a) Title: 14 point, bold, centered
   b) Authors’ names: 12 point, normal, centered
   c) Authors’ addresses: 10 point, italic, centered
   d) Main text: 11 point, justified left and right
   e) Figure captions: 9 point, normal
   f) Section headings: 11 point, bold, flush left on a separate line
   g) Subheadings: 11 point, bold, italic and flush left on a separate line
5. Top and Bottom margins should be set at 0.9 inch; Left and Right margins, 0.6 inch.
6. Set words in italics that are to be printed in italics (e.g., scientific names).
7. Indicate on the title page which author is the corresponding author and indicate that author’s email address, phone number, and fax number.
8. An abstract summarizing in concrete terms the methods, findings, and implications discussed in the body of the paper must accompany a feature article. That abstract should be completely self-explanatory. A short summary abstract should also be included for any review article.
9. A feature article is 2 or more pages in length.
10. Most feature articles should include the following sections: Abstract, Introduction, Materials and Methods, Results, Discussion, Conclusions, Acknowledgments, and Literature Cited.
11. A general note is generally shorter, usually 1 to 2 pages and rarely utilizes subheadings. A note should have the title at the top of the first page with the body of the paper following. Abstracts are not used for general notes.
12. A review article should contain a short abstract followed by the body of the paper. The article may be divided into sections if appropriate, and a final summary or concluding paragraph should be included.
13. The metric System of measurements and weights must be employed. Grams and Kilograms are units of mass not weight. Standard distance measurements are permitted in parentheses.
14. In scientific text, Arabic numerals should be used in preference to words when the number designates anything that can be counted or measured: 3 hypotheses, 7 samples, 20 milligrams. However, numerals are not used to begin a sentence; spell out the number, reword the sentence, or join it to a previous sentence. Also, 2 numeric expressions should not be placed next to each other in a sentence. The pronoun “one” is always spelled out.
15. Tables and figures (Line drawings, graphs, or black and white photographs) should not repeat data contained in the text. Tables, figures, graphs, pictures, etc. have to be inserted inside the manuscript. Tables and figures must be numbered and have short captions. A caption should be written under each figure and above each table. Allow two spaces above and below figures/tables For tables, insert a solid 1.5 pt line below the caption and at the bottom of table. Within tables place a 0.75pt line under table headings or other divisions. Figure 1 shows an example for the format of a figure inserted inside the manuscript.

In the event that a table, a figure, or a photograph requires larger space than a two column format will provide, the two column format should be ended and the illustration should be placed immediately after that. The two column
Instructions to Authors

format should continue immediately after that illustration.

Should the table continues to another page, do not place a line at the bottom of the table. On the next page, place the heading again with a 0.75pt line below, then 1.5 pt line at the start of table on the continued page.

Equation numbers must be in parentheses and placed flush with right-hand margin of the column.

Cataloguing and deposition of biological specimens into collections is expected. Publication of manuscripts will be contingent on a declaration that database accession numbers and/or voucher specimens will be made available to interested researchers. Where possible, collector and voucher number for each specimen should be stated in the Results section. The location of the collection should be stated in the Methods section. This will facilitate easy access should another researcher wish to obtain and examine the specimen in question.

Literature Cited: Authors should use the Name – Year format as illustrated in The CBE Manual for Authors, Editors, and Publishers and as shown below. The JOURNAL will deviate from the form given in the CBE Manual only in regard to placement of authors’ initials and abbreviation of journal titles. Initials for second and following authors will continue to be placed before the author’s surname. Journal titles should be written in full. Formats for a journal article and a book are shown below along with examples. Note that authors’ names are in bold, double spacing occurs after periods. References should be single line spaced, justified with second and following lines indented 0.25 inch. Column break a reference in Literature Cited that runs into the next column so that the entire reference is together. Insert a continuous Section break at the end of the references.

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### Scientific and Technical Reports

- **Author(s)** (Performing organization). Date of publication. Title. Type report and dates of work. Place of publication: publisher or sponsoring organization. Report number. Contract number. Total number of pages. Availability statement if different from publisher or sponsoring organization. (Availability statement may be an internet address for government documents.)


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Instructions to Authors

In-text Citation Form for Multiple Citations

(Harris and Gordon 1988, Steiner et al. 1992, Johnson 2006).

REVIEW PROCEDURE

Evaluation of a paper submitted to the JOURNAL begins with critical reading by the Managing Editor. The manuscript is then submitted to referees for critical review for scientific content, originality and clarity of presentation. To expedite review, authors should provide the names and current e-mail address of at least three reviewers within the appropriate field, with whom they have not had a collaboration in the past two years. Potential reviewers that the authors wish to avoid due to other conflicts of interest can also be provided. Attention to the preceding paragraphs will also facilitate the review process. Reviews will be returned to the author together with a judgement regarding the acceptability of the manuscript for publication in the journal. The authors will be requested to revise the manuscript where necessary. Time limits for submission of the manuscript and publication charges will be finalized in the accompanying letter from the Managing Editor (see “Proposed timetable for manuscript processing”). The authors will then be asked to return the revised manuscript, together with a cover letter detailing their responses to the reviewers’ comments and changes made as a result. The corresponding author will be responsible for submitting the total publication cost of the paper to the Editor-in-Chief, when the revised manuscript is sent to the Managing Editor. Failure to pay the publication charges in a timely manner will prevent processing of the manuscript. If the time limits are not met, the paper will be considered withdrawn by the author. Please note that this revised manuscript will be the manuscript that will enter into the bound journal. Thus, authors should carefully read for errors and omissions so ensure accurate publication. A page charge will be billed to the author of errata. All final decisions concerning acceptance or rejection of a manuscript are made by the Managing Editor (Ivan H. Still) and/or the Editor-in-Chief (Mostafa Hemmati).

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- Abstracts in Anthropology
- Abstracts of North America Geology
- Biological Abstracts
- Chemical Abstracts
- Mathematical Reviews
- Recent Literature of the Journal of Mammalogy
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