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Title of a Paper Prepared for the Arkansas Academy of Science Journal [Instructions for Prospective Authors]

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**Title of a Paper Prepared for the Arkansas Academy of Science Journal
(14 point, bold, centered)**

A. Firstauthor^{1,3}, B. Second¹, C. Third², and D. Lastauthor¹ (12 point font, normal, centered)

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

³Correspondence: Email address of the correspondence author

Instructions (11 point font, bold)

The *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 *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. In accordance with this policy, manuscripts submitted for publication should be given to the section chairman at the time the paper is being presented. Correspondence after that time should be directed to the Editor of the Journal.

Each submitted paper should contain results of original research, embody sound principles of scientific investigation, and present data in a concise yet clear manner. *SCIENTIFIC STYLE AND FORMAT, The CBE Manual for Authors, Editors, and Publishers Sixth Edition*, published by the Style Manual Committee, Council of Biology Editors, is a convenient and widely consulted guide for scientific writers and will be the authority for most style, format, and grammar decisions. Authors should use the active voice for directness and clarity. Special attention should be given to consistency in tense, unambiguous reference of pronouns, and logically placed modifiers. All prospective authors are strongly encouraged to submit their manuscripts to other qualified persons for a friendly review of clarity, brevity, grammar, and typographical errors before submitting the manuscript to the *JOURNAL*.

Preparation of the Manuscript

1. Use Microsoft Word 6.0 or better 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".
3. 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

4. Use 0.6" margins (Top and Bottom: 0.6"; Left and Right: 0.6").
5. Set words in italics that are to be printed in italics (e.g., scientific names).
6. Clip, do not staple, pages together.
7. The hard copy should include a separate title page with authors' names and addresses.
8. Indicate on the title page which author is the correspondence author and indicate that author's email address, phone number, and fax number.
9. 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.
10. Most feature articles should include the following sections: Abstract, Introduction, Materials and Methods, Results, Discussion, Conclusions, Acknowledgements, and Literature Cited.
11. A feature article includes approximately 2 or more pages, and the author is assessed a page charge \$50 per page.
12. Indent paragraphs and subheadings 5 spaces.
13. A general note is 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.
14. 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.
15. 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 be placed next to each other in a sentence. The pronoun "one" is always spelled out.

16. **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. The following is an example of a figure inserted inside the manuscript.

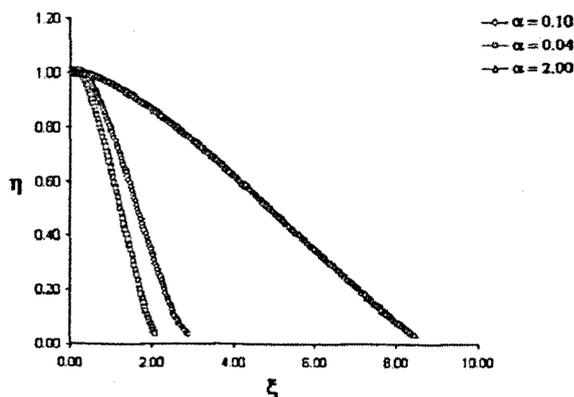


Fig. 1. Electric field η , as a function of position ξ , within the sheath region for three different wave speeds, α .

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 format should continue immediately after that illustration.

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

18. **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 will no longer be abbreviated.** The general 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, and second and following lines are indented 5 spaces. Do not cite abstracts and oral, unpublished

presentations.

Author(s). Year. Article Title. Journal title volume number(issue number):inclusive pages.

Author(s) [or editor(s)]. Year. Title of Book. Place of publication: publisher name. Number of pages.

Standard Journal Article

Davis DH. 1993. Rhythmic activity in the short-tailed vole, *Microtus*. *Journal of Animal Ecology* 2:232-8.

Form of Citation: (Davis 1993)

Steiner U, JE Klein, and LJ Fletters. 1992. Complete wetting from polymer mixtures. *Science* 258(5080):1122-9.

Form of Citation: (Steiner et al. 1992)

Zheng YF and JYS Luh. 1989. Optimal load distribution for two industrial robots handling a single object. *ASME Journal of Dynamic System, Measurement, and Control* 111:232-7.

Form of Citation: (Zheng and Luh 1989)

Electronic Journal Articles and Electronic Books should be cited as standard journal articles and books except add an availability statement and date of accession following the page(s).

.....653 p. Available at: www.usfw.gov/ozarkstreams. Accessed 2004 Nov 29.

7

Books, Pamphlets, and Brochures

Box GEP, WG Hunter, and JS Hunter. 1978. *Statistics for experiments*. New York: J Wiley. 653 p.

Form of Citation: (Box et al. 1978)

Gilman AG, TW Rall, AS Nies, and P Taylor, editors. 1990. *The pharmacological basis of therapeutics*. 8th ed. New York: Pergamon. 1811 p.

Form of Citation: (Gilman et al. 1990)

Engelberger JF. 1989. *Robotics in Service*. Cambridge (MA): MIT Press. 65p.

Form of Citation: (Engelberger 1989)

Book Chapter or Other Part with Separate Title but Same Author(s) – General format is given first.

Author(s) or editor(s). Year. Title of book. Place of publication: publisher's name. Kind of part and its numeration, title of part; pages of part.

Hebel R and MW Stromberg. 1987. *Anatomy of the laboratory cat*. Baltimore: Williams & Wilkins. Part D, Nervous system; p 55-65.

Singleton S and BC Bennett. 1997. *Handbook of microbiology*. 2nd ed. Emmaus (PA): Rodale. Chapter 5, Engineering plasmids; p 285-96.

Book Chapter or Other Part with Different Authors – General format is given first.

Author(s) of the part. Year. Title of the part. *In* author(s) or editor(s) of the book. Title of the book. Place of publication: publisher. Pages of the part.

Weins JA. 1996. *Wildlife in patchy environments: Metapopulations, mosaics, and management*. *In*: McCullough DR, editor. *Metapopulations and wildlife conservation*. Washington, DC: Island Press. p 506.

Johnson RC and RL Smith. 1985. *Evaluation of techniques for assessment of mammal populations in Wisconsin*. *In* Scott Jr NJ, editor. *Mammal communities*. 2nd ed. New York: Pergamon. p 122-30.

Dissertations and Theses – General format is given first.

Author. Date of degree. Title [type of publication – dissertation or thesis]. Place of institution: name of institution granting the degree. Total number of

pages. Availability statement.

The availability statement includes information about where the document can be found or borrowed if the source is not the institution's own library.

Millett PC. 2003. *Computer modeling of the tornado-structure interaction: Investigation of structural loading on a cubic building* [MS thesis]. Fayetteville (AR): University of Arkansas. 176 p. Available from: University of Arkansas Microfilms, Little Rock, AR; AAD74-23.

Stevens WB. 2004. *An ecotoxicological analysis of stream water in Arkansas* [dissertation]. State University (AR): Arkansas State University. 159 p.

Scientific and Technical Reports – General format is given first.

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.)

Harris JL and ME Gordon (Department of Biological Sciences, University of Mississippi, Oxford MS). 1988. *Status survey of *Lampsilis powelli* (Lea, 1852)*. Final report 1 Aug 86 – 31 Dec 87. Jackson (MS): US Fish and Wildlife Service, Office of Endangered Species. Report nr USFW-OES-88-0228. Contract nr USFW-86-0228. 44+ p.

US Geological Survey (USGS). 1979. *Drainage areas of streams in Arkansas in the Ouachita River Basin*. Open file report. Little Rock (AR): USGS. 87 p. <www.usgs.gov/ouachita> Accessed on 2 Dec 2005.

Form of citation: (USGS 1979)

Published Conference Proceedings – General format is given first.

Author(s)/Editor(s). Date of publication. Title of publication or conference. Name of conference (if not given in the 2nd element); inclusive dates of the conference; place of the conference. Place of publication: publisher. Total number of pages.

Vivian VL, editor. 1995. Symposium on Nonhuman Primate Models for AIDS; 1994 June 10-15; San Diego, CA. Sacramento (CA): Grune & Stratton. 216 p.

In-text Citation Form for Multiple Citations

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

Grammar and Usage – The following is not comprehensive, but highlights common mistakes.

Numbers, units, and symbols. Use digits for numbers unless a number is the first word of a sentence, or it is used as a pronoun (e.g., at least one was captured), in which case the number is spelled out. Avoid using introductory phrases such as “A total of . . .”. Spell out ordinal numbers (e.g., first, fifth) in text, but use digits for adjectives such as 2-fold and 3-way.

Hyphenate number-unit phrases used as adjectives (e.g., 8-m² plots, 1-year-old males) but not those used as predicate adjectives (e.g., the plots were 8 m²). Do not insert a comma or hyphen between consecutive, separate numbers in a phrase (e.g., 25 2-m² plots). Do not use naked decimals (i.e., use 0.05, not .05).

Italicize Roman letters in the text used as symbols for statistics, tests, or variables. Insert symbols from your word processing program’s symbols directory as opposed to creating the symbol with keyboard functions. Insert a space on either side of symbols when used in an equation (e.g., $n = 12$, $P = 0.002$), but not when used as “adjectives” (e.g., >20 observations).

Dates and years. Date sequence is day-month-year without punctuation (e.g., 4 Feb 1947). Spell out months, except in parentheses and table and figure bodies, where 3-letter abbreviations are used without a period. Do not use an apostrophe when referring to an entire decade (i.e., 1940s, not 1940’s).

Punctuation. Commas.

1. Use a comma before the conjunction in a serial list of >2 items (e.g., red, black, and blue). Do not use a comma to separate 2 items in a series.
2. Use a comma to set off an introductory clause beginning with a subordinating conjunction (if, although, because, since, when, where, while).
3. Use a comma to set off a transitional or parenthetical word or phrase (to be sure, of course, after all, finally).
4. Use a comma to separate a nonrestriction clause or appositive from the rest of the sentence. Nonrestrictive clauses usually begin with “which”. They provide additional information but are not necessary to understand the sentence (e.g., These fish, which were found in a cave, are blind and depigmented.) Commas do not separate restrictive clauses from the rest of the sentence. Restrictive clauses usually begin with “that” and are necessary for the meaning of the sentence (e.g., Fish that live in caves are usually blind and depigmented.)
5. Use a comma to separate different elements of an address or geographic designation (e.g., The frogs were collected in Conway County, Arkansas, on February 21.

Unnecessary and Incorrect Uses of Commas

1. Do not use a comma to separate a compound sentence before the conjunction unless the sentence will be confusing otherwise (e.g., “Use an infrared scope at night and use a regular scope during the day,” not “Use an infrared scope at night, and use a regular scope during the day.”).
2. Do not use a comma to set off a short introductory phrase or clause if the comma would not contribute to clarity or ease of reading.
3. Do not use a comma to set off a restrictive appositive (a defining word or phrase needed for the desired meaning). The species *Pseudacris streckeri* is a small burrowing frog.
4. Do not use commas to separate prepositional phrases, even those beginning with “with”.
5. Do not separate a compound predicate with a comma. We captured 46 bats and tagged 38 of them.
6. Do not use a comma to separate name modifiers from the stem name. Franklin D Roosevelt Jr [not “Franklin D. Roosevelt, Jr.”] Note the absence of periods also.

Hyphen

1. Do not hyphenate prefixes, suffixes, or combining forms (e.g., postpartum) unless necessary to avoid misreading.
2. Hyphenate compounds used as adjectives (e.g., 1-m plot, 2-day period, 14-cm dbh).
3. Although the rules for hyphenation are complex, there are a few basic principles:
 - a. a phrase containing a participle or an adjective is hyphenated as a compound when it precedes the word modified (e.g., home-range estimation) and is written without a hyphen when it follows the word modified (estimation of home range);
 - b. a modifier containing a number is usually hyphenated (e.g., 3-month-old fawn); and
 - c. a 2-word modifier containing an adverb ending in -ly is not hyphenated (e.g., publicly owned land).

Possessives

The general principle of adding an apostrophe and "s" holds for most nouns, including proper nouns, that end in "s". Pronunciation can serve as a guide: if one would pronounce the possessive "s", it should appear in the written form.

the grass's texture (but better "the texture of the grass")

Williams's work on the topic
Charles's suggestion
Arkansas's lakes and mountains
Agassiz's theories on glaciation
Descartes's essays

But

Archimedes' screw
Hippocrates' teachings
Rameses' tomb

Colon

1. A colon can only follow a complete independent clause.
2. A colon may be used to separate two independent clauses where the second clause amplifies or clarifies the first.
3. A colon may be used to introduce a list. We used 3 morphological measures in our analysis: snout-vent length, tibia length, and mass.
4. A colon should **not** be used after a title, text heading or subheading, equation, or formula standing separate from text.
5. A colon **may not** split an infinitive. The objectives of the study were to determine population heterozygosity, compare frequency of specific alleles in different populations, and estimate size of evolutionary units. (not "The objectives of the study were to: determine population . . .")
6. A colon **may not** separate a verb and its object. The 3 proteins studied were actin, keratin, and myosin. (not "The 3 proteins studied were: actin, keratin, and myosin.")

Review Procedure

Evaluation of a paper submitted to the *JOURNAL* begins with a critical reading by the Managing Editor. The paper is then submitted to referees for checking of scientific content, originality, and clarity of presentation. Attention to the preceding paragraphs will greatly speed up this process. Judgments as to the acceptability of the paper and suggestions for strengthening it are sent to the author. If the paper is tentatively accepted, the author will rework it, where necessary, and return two copies of the revised manuscript together with the original to the Managing Editor. Usually a time limit for this revision will be requested. If the time limit is not met, the paper may be considered to be withdrawn by the author and rejected for publication. All final decisions concerning the acceptance or rejection of a manuscript are made by the Managing Editor and/or Editor-in-Chief.

When a copy of the proof, original manuscript, and reprint order blanks reach the author, they should be carefully read for errors and omissions. The author should mark corrections on the proof and return both the proof and manuscript to the Managing Editor within 48 hours or the proof will be judged correct. Printing charges accruing from excessive additions to or changes in the proofs must be assumed by the author. Reprint charges are placed with the printer, not the Managing Editor. Page changes are \$50 printed page. These changes and excessive printing charges will be billed to the author by the Academy of Science (\$4.00 per word). A page charge will be billed to the author of errata.

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Each issue of the *JOURNAL* is sent to several abstracting and review services. The following is a partial list of this coverage.

- Abstracts in Anthropology
- Abstracts of North America Geology
- Biological Abstracts
- Chemical Abstracts
- Mathematical Reviews
- Recent Literature of the Journal of Mammalogy
- Science Citation Index
- Sport Fishery Abstracts
- Zoological Record
- Review Journal of the Commonwealth Agricultural Bureau

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