Publication Policies and Suggestions for Authors

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PUBLICATION POLICIES AND SUGGESTIONS FOR AUTHORS

The JOURNAL OF THE ARKANSAS ACADEMY OF SCIENCE appears annually. It is the policy of the Arkansas Academy of Science that 1) all editorial (except editorial notes) be signed; 2) that only signed papers be submitted; and 3) that the manuscript be due at the time of submission. 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 this time should be directed to Dr. Stuart Trauth, Editor-JAAS, Dept. Biological Sciences, Arkansas State University, State University, AR 72467-0599.

Each submitted paper should contain results of original research, embody sound principles of scientific investigation, and present data in a concise, yet clear manner. The COUNCIL OF BIOLOGY EDITORS STYLE MANUAL, published by the American Institute of Biological Sciences, is an example of a convenient and widely consulted guide for scientific writers. Authors should strive for directness and lucidity, achieved by use of the active voice. Special attention should be given to consistency in tense, unambiguous reference of pronouns, and to logically placed modifiers. It is strongly recommended that all authors 1) inspect the existing format for feature articles and general notes in the JOURNAL OF THE ARKANSAS ACADEMY OF SCIENCE and follow that format while drafting their submission, and 2) submit their manuscript to another qualified person for a friendly review to appraise it for clarity, brevity, grammar, and typographical errors.

Preparation of Manuscript

The author should submit three copies of the manuscript, tables, and figures. Manuscripts must be double spaced (preferably typed with a carbon ribboned typewriter) on 8½ x 11 inch bond paper with at least one inch margins on all sides. Do not staple pages together. Do not hyphenate words on the right-hand margin; do not submit word processed copy printed with justified right-hand margin. Do not submit copy in italics; underline words to be set in italics. If co-authored, designate which author is to receive correspondence and at what address.

An abstract summarizing in concrete terms the methods, findings and implications discussed in the body of the paper must accompany a feature article. The abstract should be completely self-explanatory.

A feature article comprises approximately six or more written pages. A JOURNAL printed page is equal to approximately three and one-half typed-written pages and the author is assessed a PAGE CHARGE (see Procedure section). A separate title page, including author names and addresses should be included with the manuscript. Feature articles are often divided into the following sections: abstract, introduction, materials and methods, results, discussion, conclusions, acknowledgments, and literature cited. These sections should be centered. Subheadings should begin at the left-hand margin, but more than one subheading should be avoided.

A general note is usually one to five typed-written 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.

Abbreviations: Use of abbreviations and symbols can be ascertained by inspection of recent issues of the JOURNAL. Suggestions for uniformity include the use of numerals before units of measurements (5 m), but not numbers above 99 (such as 13 animals). Abbreviations must be defined the first time they are used. The metric system of measurements and weights must be employed.

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Review Procedure

Evaluation of a paper submitted to the JOURNAL begins with a critical reading by the Editor. The paper is then submitted to referees for checking of scientific content, originality, and clarity of presentation. Attention to the proceeding paragraphs will greatly speed up this process. Judgments as to the acceptability of this 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 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 Editor.

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