Publication Policies and Suggestions for Authors

Academy Editors

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Preparation of Manuscript

The author should submit two copies of the manuscript, tables, and figures. Manuscripts must be double spaced (preferably typed with a carbon-finished typewriter on 11 x 17 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 margins. 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 manuscript must accompany a feature article. The abstract should be completely self-explanatory.

A feature article comprises approximately six or more typewritten pages. A PROCEEDINGS manuscript is comprised of approximately three and one-half typewritten pages and the author is assessed a PAGE CHARGE (see Procedure section). A separate title page, including the title in capital letters, the authors’ 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, acknowledgments, and literature cited. These sections should be centered and capitalized. Subheadings should begin at the left-hand margin, but more than one subheading should be avoided.

A general note is usually one to five typewritten pages and rarely utilizes subheadings. A note should have the title (capitalized) at the top of the first page with the body of the note following. Abstracts are not used for general notes. The authors name and address should appear at the end of the manuscript.

Abbreviations: Use of abbreviations and symbols can be ascertained by inspection of recent issues of the PROCEEDINGS. Suggestions for uniformity include the use of numerals before units of measurements (5 millimeters), but nine animals (10 or numbers above, such as 13 animals). Abbreviations must be defined the first time they are used. The metric system of measurements and weights must be employed.

The literature cited section for feature articles should include six or more references; entries should take the following form:


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If fewer than six references are cited in a general note, they should be inserted in text and take these forms: (Jones, The adrenal cortex, Cambridge Univ. Press. p. 210, 1957); (Davis, J. Anim. Ecol., 2:232-238, 1933).

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Review Procedure

Evaluation of a paper submitted to the PROCEEDINGS 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 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 Editor. Usually a time limit is requested for revision. 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.

When a copy of the proof, original manuscript, and reprint order blank reach the author, the author 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 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 orders are placed with the printer, not the Editor. Page charges are $25 printed page or portion thereof. These charges and excessive printing charges will be billed to the author by the Academy of Science. A page charge will be billed to the author for errata.

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