

# ***THE SOUTHWESTERN NATURALIST***

## **INSTRUCTIONS FOR AUTHORS**

**July 2015**

*The Southwestern Naturalist* (a publication of the Southwestern Association of Naturalists since 1953) is an international journal (published quarterly) that reports original and significant research in any field of natural history. This journal promotes the study of plants and animals (living and fossil) in the multinational region that includes the southwestern United States, Mexico, and Central America. Appropriate submission of manuscripts may come from studies conducted in the countries of focus or in regions outside this area that report significant findings relating to biota occurring in the southwestern United States, Mexico, and Central America. Publication is in English, and manuscripts may be feature articles or notes. Feature articles communicate results of completed scientific investigations, while notes are reserved for short communications (e.g., behavioral observations, range extensions, and other important findings that do not in themselves constitute a comprehensive study). All manuscripts (feature articles and notes) require an abstract in both English and Spanish. Manuscripts that are not in proper format will be returned to authors. Submitted manuscripts should be uploaded to the PeerTrack site (<http://www.editorialmanager.com/swnat>) managed by Allen Press. Authors will be required to **indicate that submissions are for exclusive consideration by *The Southwestern Naturalist* and will be required to provide names and e-mail addresses of 3 potential reviewers for the submission.** Page charges for publication in *The Southwestern Naturalist* currently are US\$80 per page. However, authors with little or no publication support may request a waiver of page charges for up to eight pages per year if one author is a member of the Southwestern Association of Naturalists **from the time of submission to publication.** Information relating to membership is available on the web. Figures with color (lines, symbols, photographs, etc.) are acceptable for publication; however, authors are responsible (no waivers) for the total cost (about US\$800/color figure) prior to publication. Authors may choose to have figures reproduced in color in the pdf file online for US\$55/figure. If this option is chosen, the printed version of the figure will be in black and white. Questions concerning publication in *The Southwestern Naturalist* should be addressed to the Managing Editor, Dr. Loren K. Ammerman, Department of Biology, ASU Station #10890, Angelo State University, San Angelo, TX ([swnat@angelo.edu](mailto:swnat@angelo.edu)).

## GENERAL GUIDELINES

### LANGUAGE AND GENERAL GRAMMATICAL STYLE:

Use English throughout the manuscript (except for the Spanish abstract required in all manuscripts, for literature available only in a language other than English, and for direct quotes in a language other than English).

Use active voice whenever possible and appropriate. If the subject of a sentence is doing the action, then the sentence is in active voice. If the subject of a sentence is the recipient of the action, then the sentence is in passive voice. In addition, use first-person whenever possible and appropriate because it generally is more accurate, more concise, and less likely to contain grammatical errors. For example,

*Preferred:* “We collected 26 specimens.” [first person, active voice]

*Correct:* “A total of 26 specimens was collected.” [passive voice]

*Incorrect:* “A total of 26 specimens were collected.” [passive voice]

The last sentence is grammatically incorrect because the subject of the sentence is “total” (a singular noun), not “specimens” (a plural noun that is part of a prepositional phrase). Grammar checkers in word-processing software typically do not catch this error because they refer back to the last noun preceding the verb.

Use of active voice and first person also will help limit use of nominalizations: verbs used as nouns by adding endings such as “-tion” or “-ment.” These sometimes are referred to as “smothered verbs,” and it is better to “activate” them. For example,

*Nominalization:* Collection of samples occurred 0900-1300 h.

*Preferred:* We collected samples 0900-1300 h.

*Nominalization:* Measurements of length of tail were taken for all specimens.

*Nominalization:* We took measurements of length of tail for all specimens.

*Preferred:* We measured length of tail for all specimens.

Keep words and phrases as close as possible to the words that they modify. Otherwise confusion can result. This often occurs with dangling participles: verbs that end in “-ing” that are used as adjectives. For example,

*Incorrect:* We documented reproductive behavior of minnows using underwater cameras.

*Acceptable:* Using underwater cameras, we documented reproductive behavior of minnows.

*Preferred:* We used underwater cameras to document reproductive behavior of minnows.

As written, the first sentence suggests that minnows use underwater cameras while reproducing (an activity worth documenting). This is because “minnows” is the closest noun to the participial phrase (“using underwater cameras”). In the second sentence, the participial phrase is closer to the word (“we”) that it modifies, which improves clarity. In the third sentence, the participial phrase was eliminated.

As you write your manuscript, remember that *The Southwestern Naturalist* has a broad audience, and people outside your area of expertise and your study area are likely to read your manuscript if it is published. Accordingly, avoid use of terms, jargon, and abbreviations not widely used across subdisciplines of natural history, and never do so without first defining them in your text as outlined elsewhere in these instructions.

**MARGINS:**

- Left and right margins: 3.0 cm (1.2 inches)
- Top and bottom margins: 2.5 cm (1.0 inch).
- Left-justify the entire manuscript; do not justify the right margin.
- Do not center headings.
- Do not number lines in the manuscript.
- Do add page numbers to the top right of page.
- Do not use tabs in the manuscript.

**FONT:**

- Use 12-point Times New Roman or equivalent font.
- Do not use **boldface** print anywhere in the text, tables, or figures.
- Do not use underlined text anywhere in the manuscript.
- Use *italics* font for:
  - 1) scientific names of species,
  - 2) statistical parameters (e.g.,  $n = 72$ ,  $P < 0.005$ ,  $F_{1,42} = 4.62$ ,  $2.5 \pm 1.1 SE$ ),
  - 3) section subheadings (e.g., “MATERIALS AND METHODS--*Study Area*--”),
  - 4) addresses of authors.
- If you know how to use the “all caps” feature in your word-processing software, use it for the title. If not, the editor can format the title. Please do not use the “caps lock” key on the keyboard.
- If you know how to use the “small caps” feature in your word-processing software, use it for the following places. If you cannot use “small caps” feature, please use lowercase letters; the editor can do the formatting.
  - 1) section headings (e.g., ABSTRACT, RESUMEN, MATERIALS AND METHODS; note that the first letter is capitalized).
  - 2) names of authors in the Literature Cited section (see examples below).
  - 3) headings for legends in tables (e.g., “TABLE 1--Summary of...”) and figures (e.g., “FIG. 1--Map of...”).

**LINE SPACING:**

- Single-space the entire manuscript, except as noted in section on “Organization of Manuscript.”

**SCIENTIFIC AND COMMON NAMES:**

- Scientific names (genus or species) of all organisms other than domesticated animals must be written in full at their first use and at the beginning of sentences. Abbreviations of the generic name (single letter followed by a period and the specific epithet: e.g., *E. cragini*) may be used after first use if they do not lead to confusion with other taxa.
- Use of “sp.” or “spp.” following a genus is discouraged.
- Authorities of scientific names should not be used unless there is a specific reason for doing so (for example, taxonomic confusion might result without the authorities).
- Common names may be used throughout the manuscript after each has been linked to a scientific name.

**PROPRIETARY NAMES:**

- Proprietary (brand) names of products should be followed (in parentheses) by manufacturer, city, and state (no abbreviation) or country (if outside the USA) on first use.

**NUMBERS, MEASUREMENTS, AND TIME:**

- Use numerals for numbers  $\geq 10$  and with all units of measure, except at the beginning of a sentence or when one or more numbers in a sentence are  $\geq 10$  (e.g., seven darters, 3 mm, 5-fold, 8-12 weeks; 2 males, 3 females, and 42 of unknown sex).
- Spell out ordinals (e.g., first axis, seventh month, third edition).
- Use commas in numerals with four or more digits (e.g., 4,700 and 10,350).
- Use the metric system, except for exact quotes or lists of collecting localities that were recorded using non-metric units.
- Dates are written in a sequence from smallest unit to largest unit, and a comma is not used to set off the year (e.g., 7 June 2002).
- Use 2400 time system (e.g., 0830 h = 8:30 a.m., 2300 h = 11:00 p.m.).
- Use abbreviations for light and dark when reporting photoperiod (e.g., 14L:10D).
- See the list of abbreviations that do not need to be defined on first use.

**PUNCTUATION:**

- Use hyphens as substitutes for “to” or “through” (e.g., use “8-12 weeks” or “March-June”). When hyphens can lead to confusion, especially when negative values are involved, use “to” (e.g., use “-14 to 7” rather than “-14-7”).
- Limit use of the slash (/) to connect words. Use a hyphen instead (e.g., “presence-absence” rather than “presence/absence”).
- Do not use hyphens to split words at the end of lines in manuscripts.
- Compound words used as adjectives are generally hyphenated when they precede the word they modify (e.g., “150-m transect” or “transect was 150 m”), unless they contain an adverb ending in -ly (e.g., “carefully preserved specimen”).
- Avoid use of nouns as adjectives or adverbs.
- Use a colon to express ratios with no space on either side (e.g., 2:1 sex ratio).
- En dashes (“double hyphens”) are used to separate headings, but no spaces or periods are placed on either side of the en dash (e.g., “RESULTS--We collected 121 taxa...” or “TABLE 1--Summary of...”). These will be converted automatically.
- Use a comma after each item in a series, including the word that precedes the “and” before the final item in the series (e.g., “...algae, aquatic invertebrates, and fishes.”).
- Avoid use of quotes in text, unless you are quoting a passage from another publication. When including a quote, provide the page number in the citation (e.g., Wilson, 1997:203), with no space between the year, colon, and page number.

**USE OF SYMBOLS:**

In addition to characters in non-English alphabets, many commonly used symbols are available in word-processing software. Some examples of their preferred use in your manuscript are listed below.

- Use the symbol for degrees ( $^{\circ}$ ), not a superscript “o.”
- Use the symbol for plus-or-minus ( $\pm$ ), not an underlined plus (+).
- Use the “micro” symbol ( $\mu$ ), not a lowercase “u” for metric units (e.g.,  $\mu\text{L}$ ).
- Use the “less than or equal to” and “greater than or equal to” symbols ( $\leq$  and  $\geq$ ), not underlined symbols for “less than” and “greater than” ( $\leq$  and  $\geq$ ).
- Use the lowercase Greek chi ( $\chi$ ) for chi-square ( $\chi^2$ ).
- Use spaces around all operators for equations and statistical expressions (e.g., type  $n = 72$ ,  $P < 0.005$ , not  $n=72$ ,  $P<0.005$ ). No space is used between the mathematical symbol and number if no statistical parameter precedes the number (e.g., temperatures  $>30^{\circ}\text{C}$ ).
- Use the symbol once for a range of measurements (e.g., 6-83%; 14-17 $^{\circ}\text{C}$ ; 27.3  $\pm$  2.4 mm).

- Do not put spaces between characters in locality abbreviations or temperatures (37°40'N, not 37° 40' N; 23°C, not 23° C).
- If essential to your presentation, symbols for males (♂♂) and females (♀♀) may be used in column headings in tables, but not in the text.

#### ABBREVIATIONS:

- Abbreviations, as a general rule, should be avoided as a courtesy to the readers who are not familiar with the study area or subdiscipline.
- Abbreviations for long names may be used if defined on first use and used more than five times in the text, e.g., “Quivira National Wildlife Refuge (Quivira NWR).” In these cases, spell out the specific location within the name in the text (e.g., Quivira National Wildlife Refuge = Quivira NWR, not QNWR; Big Bend National Park = Big Bend NP, not BBNP).
- Units of metric measure, time, and percentages (%) are abbreviated only when they follow a number (e.g., “37 g” or “weighed to the nearest gram”) or they are used in the header column or header row in a table, e.g., “Total length (mm).”
- Listed below are some acceptable abbreviations for units of measure (partial list), statistical parameters (partial list), and other uses. These do not need to be defined on their first use. Because the symbol for mean ( $\bar{x}$ ) is not currently available in Microsoft Word (except through the equation editor), spell out the word “mean” to avoid errors when your Word document is converted to the publishing software.

The following abbreviations may be used without definition in manuscripts. Additional units of measure and widely used statistical symbols also may be used.

µm	= Micrometer	ppm	= parts per million	s	= second
mm	= Millimeter	ppt	= parts per thousand	min	= minute
cm	= Centimeter	µmhos	= micromhos	h	= hour
m	= Meter	µS	= microSiemens	US\$	= US dollars
km	= Kilometer	%	= percent	Mex\$	= Mexican pesos
ha	= Hectare	$\chi^2$	= chi-square		
mg	= Milligram	<i>df</i>	= degrees of freedom		
g	= Gram	<i>n</i>	= number in sample		
kg	= Kilogram	<i>P</i>	= probability		
ml	= Milliliter	<i>SD</i>	= standard deviation		
L	= Liter	<i>SE</i>	= standard error		
°C	= Degrees Celsius				

pers. comm.	=	personal communication
pers. observ.	=	personal observation
N, S, E, W	=	when used for localities (e.g., 40°12'36"N or T12S, R40W)
Fig.	=	Figure (“Table” is not abbreviated)
USA	=	United States of America (but do not use U.S.)

ca.	=	<i>circa</i> – about, approximately
cf.	=	<i>confer</i> – compare (not equivalent to “see,” as in “see Jones, 1984”)
e.g.,	=	<i>exempli gratia</i> – for example et
et al.	=	<i>et alii</i> – and others
i.e.,	=	<i>id est</i> – that is
in litt.	=	<i>in litteris</i> – in correspondence, used for unpublished “gray” literature (e.g., “P.F. Jones, in litt.”)

## **ORGANIZATION OF MANUSCRIPT** (see example at end of these guidelines)

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With regard to the following guidelines, the difference between **NOTES** and **FEATURE ARTICLES** is that **NOTES** do not include section headings (e.g., MATERIALS AND METHODS, RESULTS). Both must have an English abstract and a Spanish resumen.

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### **CORRESPONDING AUTHOR**

This person will work with the editors on revisions and receive galley proofs. Once a manuscript has been scheduled for publication, the timeline requires prompt replies by the corresponding author. Failure of the corresponding author to meet deadlines could delay publication of the manuscript.

### **TITLE** (see example at end of these guidelines)

- Type the title flush left.
- Use the “all caps” feature of the word-processing software on all words in the title or leave the words in standard uppercase and lowercase letters, and the editor will format them.
- Do not begin titles with articles (a, an, the) or phrases that are unlikely to be useful in searches of the literature (first record of, observations on, notes on the).

### **AUTHORS** (see example at end of these guidelines)

- Type names of authors flush left in capital and small capital letters (e.g., JOSÉ L. ORTEGA) or leave the names in standard uppercase and lowercase letters, and the editor will format them.
- Place an asterisk (\*) after the name of the corresponding author (and after the comma if there are three or more authors).
- Type addresses of authors in italics and flush left.
- Do not abbreviate anything in the address, except “P.O.” and the two-letter abbreviation(s) for states.
- If there is more than one address, indicate in parentheses the appropriate author(s) by initials (without periods) at the end of each address. Do not use superscripts.
- At the end of the address section, type “\*Correspondent:” in italics, followed by the email address of the corresponding author.

### **ABSTRACT AND RESUMEN** (see example at end of these guidelines)

- Each should be one brief paragraph <3% of the total length of the text portion of the manuscript.
- Use the “paragraph format” feature of the software (not the space bar or the tab) to indent 1.2 cm (= 0.5 inch) and type “ABSTRACT” followed by a double hyphen (--) and the text of the English abstract. Do not put spaces between hyphens and words.
- Repeat the process above for the “RESUMEN” (Spanish abstract).
- Sentences in the English abstract and Spanish resumen should match as closely as possible; do not omit, add, or alter any sentences in one and not the other.
- Do not use computerized translation software to produce the resumen; the software is not accurate. Find a person fluent in both languages (e.g., language teacher) to help you.
- Do not include citations or statistical results in the abstract or resumen.
- Do not include keywords.

**TEXT OF MANUSCRIPT** (Headings are used in feature articles only.)

- Use the “paragraph format” feature of the software (not the space bar or the tab) to indent the first line of all paragraphs (including those with headings) 1.2 cm (= 0.5 inch).
- Do not use a heading for the introduction.
- Primary headings (MATERIALS AND METHODS, RESULTS, DISCUSSION) are typed in capital and small capital letters and followed by a double hyphen (--). Do not put spaces between hyphens and words.
- Secondary headings are typed in uppercase and lowercase letters, italicized, and followed by a double hyphen (--). Do not put spaces between the dash and the words. For example:
- MATERIALS AND METHODS--*Study Area*--We randomly chose collection sites...
- *Collection and Analysis of Data*--We obtained data using the method described by...
- Avoid use of nouns as adjectives or adverbs.
- Generally, past tense should be used in MATERIALS AND METHODS.
- RESULTS should be free of interpretation of data.
- Care should be taken to insure that the DISCUSSION is not a rehash of RESULTS.

**ACKNOWLEDGMENTS**

- Do not use a heading for acknowledgments.
- Use the “paragraph format” feature of the software (not the space bar or the tab) to indent the first line of the paragraph 1.2 cm (= 0.5 inch).
- Do not include lists of persons, cooperating agencies, or organizations unless they contributed directly to the project.
- As a professional courtesy, consult colleagues for permission before acknowledging their assistance.
- Include initials of first and middle names and full last names of people (do not spell out first names).
- Do not use other abbreviations, unless they are defined somewhere in text.

**LITERATURE CITED** (see examples)

- Format for literature citations is the name-year system.
- **In text, citations are in chronological order** (use alphabetical order for those in the same year), and they are separated by a semicolon. For example, (Echelle and Echelle, 1976; Best, 1991; Choate et al., 1991*a*, 1991*b*; Williams et al., 1995). Note the italicized letters “*a*” and “*b*” for multiple entries by the same author during a single year.
- **In the Literature Cited section, arrange citations in alphabetical order.** For entries with multiple authors that have the same first author, organize as single author, double author, etc., then alphabetize within same number of authors by the last name of the second author, then third author, and so on. Multiple entries for the same author(s) are listed chronologically—oldest to most recent—with lowercase letters (in italics) following the year (e.g., 1991*a*, 1991*b*).
- “von,” “de,” etc. are alphabetized under the “Vs,” “Ds,” etc. Be sure these words are included with citations in the text (e.g., de Vega, 1930).
- In the Literature Cited section, names of authors are written with the first letters capitalized and all other letters (including the word “and”) in small capitals (e.g., CZARNECKI, D. B., D. W. BLINN, AND M. PENTON.). If you do not know how to use the “small caps” feature of your word-processing software, leave the names in lowercase letters, and the editor will format them. There is a space between each initial, a comma after the initials of the first author, and a comma and space before the word “and.”
- Use a hanging-paragraph indent of 1.2 cm (0.5 inch) for each citation. Single space

between citations.

- Do not abbreviate journal titles, agency or publisher names, or states (except for Washington, D.C.). For books published in New York City, you may cite only New York without repeating the name of the state (e.g., John Wiley and Sons, New York).
- For journal citations, do not insert a space after the colon that precedes page numbers (e.g., “Southwestern Naturalist 47:1-22” rather than “Southwestern Naturalist 47: 1-22”). Do not include issue number, only volume number for journals.
- For entire books, do not include the total number of pages. Include page numbers for a chapter in an edited book with different authors of each chapter (see example).
- Theses and dissertations are cited as “M.S. thesis,...” or “Ph.D. dissertation,...” (“Tesis de M. en C.,...” o “Disertación de Ph.D.,...” in Spanish). List name of state if it is not included in the name of the university. Do not list total number of pages.
- Computer software should only be listed in the Literature Cited if you are referring to the published manuals for the software. If you only used the computer software, you should cite it in text. For example, “We used ArcView, version 3.2a (Environmental Systems Research Institute, Redlands, California)...”
- Do not cite administrative reports, unpublished abstracts (e.g., program from a meeting), unpublished data, or other sources not generally distributed among libraries (“gray literature”). You may use “pers. comm.,” “pers. observ.,” or “in litt.” in the text for this information, as necessary. See example.
- Carefully compare LITERATURE CITED to its original source to verify authors, year of publication, title, name of journal, volume, and page numbers for articles, and similar information, name of publisher, city of publication, and country for books.
- Carefully compare entries in LITERATURE CITED with the citations in text.
- Ultimately, authors are responsible for all aspects of their publication including grammar, clarity, and precision.

#### **EXAMPLES OF LITERATURE CITED**

##### **Print Journal Article:**

- CHANGNON, S. A., JR. 1988*a*. Climatology of thunder events in the conterminous United States, part I: temporal aspects. *Journal of Climate* 1:389-398.
- CHANGNON, S. A., JR. 1988*b*. Climatology of thunder events in the conterminous United States, part II: spatial aspects. *Journal of Climate* 1:399-405.
- CZARNECKI, D. B., D. W. BLINN, AND M. PENTON. 1981. The diatom flora of the lower Chevelon Creek area of Arizona: an inland brackish water system. *Southwestern Naturalist* 26:311-317.
- PLATANIA, S. P., AND C. S. ALTENBACH. 1998. Reproductive strategies and egg types of seven Rio Grande Basin cyprinids. *Copeia* 1998:559-569.

##### **Electronic journal article—DOI or URL:**

- MCCANN, N. P., P. A. ZOLLNER, AND J. H. GILBERT. 2014. Bias in the use of broadscale vegetation data in the analysis of habitat selection. *Journal of Mammalogy* 95:369-381. doi:10.1644/13-MAMM-A-110
- GILL, FRANK B. 2014. Species taxonomy of birds: which hull hypothesis? *The Auk* 131:150-161. Retrieved from <http://www.bioone.org/doi/full/10.1642/AUK-13-206.1>

##### **Book:**

- HUSTEDT, F. 1985. The pennate diatoms: a translation of *Die Kieselalgen. Band VII, Teil 2* (with supplement). N. G. Jensen (translator). Koeltz Scientific Books, Koenigstein, Germany.

- PFLIEGER, W. L. 1997. The fishes of Missouri. Second edition. Missouri Department of Conservation, Jefferson City.
- ROUND, F. E., R. M. CRAWFORD, AND D. G. MANN. 1990. The diatoms: biology and morphology of the genera. Cambridge University Press, Cambridge, United Kingdom.
- THORP, J. H., AND A. P. COVICH (editors). 2001. Ecology and classification of North American freshwater invertebrates. Second edition. Academic Press, New York.
- WILSON, D. E., AND D. M. REEDER (editors). 2005. Mammal species of the world: a taxonomic and geographic reference. Third edition. Smithsonian Institution Press, Washington, D.C.

### **Book Chapter:**

- HAFNER, D. J. 1984. Evolutionary relationships of the Nearctic Sciuridae. Pages 3-23 in The biology of ground-dwelling squirrels: annual cycles, behavioral ecology, and sociality (J. O. Murie and G. R. Michener, editors). University of Nebraska Press, Lincoln.
- MATTHEWS, W. J. 1987. Physicochemical tolerance and selectivity of stream fishes as related to their geographic ranges and local distributions. Pages 111-120 in Community and evolutionary ecology of North American stream fishes (W. J. Matthews and D. C. Heins, editors). University of Oklahoma Press, Norman.

### **Thesis and Dissertation:**

- EISENHOUR, D. J. 1997. Systematics, variation, and speciation of the *Macrhybopsis aestivalis* complex (Cypriniformes: Cyprinidae) west of the Mississippi River. Ph.D. dissertation, Southern Illinois University, Carbondale.
- TOMELLERI J. R. 1984. Dynamics of the woody vegetation along the Arkansas River in western Kansas, 1870-1983. M.S. thesis, Fort Hays State University, Hays, Kansas.

### **Government Publication:**

- BOESCH, D. F., D. LEVIN, D. NUMMENDAL, AND K. BOWLES. 1983. Subsidence in coastal Louisiana: causes, rates, and effects on wetlands. United States Fish and Wildlife Service, Washington, D.C., FWS/OBS-83/26:1-39.
- CAREY, A. B. 1991. The biology of arboreal rodents in Douglas-fir forests. United States Department of Agriculture Forest Service, Pacific Northwest Research Station, General Technical Report PNW-GTR-276:1-46.
- UNITED STATES GEOLOGICAL SURVEY. 1970. The national atlas of the United States of America. United States Geological Survey, Washington, D.C.

### **Website:**

Avoid citing websites, but if essential to your presentation, a website can be cited in text. For example, cite in text as "(United States Geological Survey, <http://water.usgs.gov/waterwatch/>)."

Do not include in Literature Cited section.

### **Unpublished ("Gray") Literature:**

Avoid citing "gray" literature, but if essential to your presentation, "gray" literature can be cited in text but not in Literature Cited section. Use the following format: "(P. F. Jones et al., in litt.)."

### **TABLES**

- There should be about three single-spaced manuscript pages per figure or table.
- Table legends should be written to stand alone.
  - Be sure to spell out names of genera and other abbreviations, even if they have been used in the text.
  - Be sure to include relevant locations, dates, etc. that were included in the text.
- Place each legend at the top of its table (do not include legend as the first cell of tabulated

data).

- Format for the table legend is:
  - TABLE 1--Activity of...
  - The first line is indented 1.2 cm (= 0.5 inch).
  - There is no period after the number.
- There are no spaces before or after the double hyphen.
- Columns and rows of tables must be composed of cells (use table construction function of software). Do not use tabs to construct tables.
- Use horizontal lines to separate the table header row from the data.
- Use blanks or 3-dashes (---) to indicate that no measurement was taken or no observation was made. Zeros in tables indicate that something was measured, and a value of zero was obtained.
- Footnotes in tables should be referenced in text and below the table (after last row of cells) with a superscript letter (e.g., <sup>a</sup>).
- Do not use lines to separate rows or columns of data in tables.
- Do not use shading, **bold font**, or underlined words in tables (use *italics font* as appropriate).
- Tables should be placed at the end of the text file following Literature Cited (each table on a separate page). Do not submit tables as Excel files.

## FIGURES

- There should be about three single-spaced manuscript pages per figure or table.
- Colored illustrations are acceptable, but all costs must be borne by the author(s); these charges are in addition to regular page charges and are not eligible for waivers. Currently, the cost is about US\$800/color image or set of color images printed as one figure. Figures with any amount of color are considered color figures. Authors may choose to have figures reproduced in color in the pdf file online for US\$55/figure. If this option is chosen, the printed version of the figure will be in black and white.
- Limit the use of shading on figures, especially histograms and similar figures. High contrast is best for publication and will reproduce better in photocopies.
- Figures must be no larger than 215 by 280 mm and must be able to withstand reduction to one or two columns; thickness of lines and size of symbols must be chosen carefully. Check a reduction of your figure to be certain that lines and text are readable after reduction. Keep white space around borders and between components of figures to a minimum.
- Resolution guidelines (minimum): color or grayscale 300dpi, combination of color or grayscale with text 600dpi, line/bitmap, text, and lines 600dpi (1200 dpi is optimal). Resolution is accurate only if the image is the size intended for publication. Quality will decrease if image must be enlarged.
- Figures with multiple parts (e.g., 1a, b, c—use lowercase letters) must all be placed as a single figure. Please stack figures with multiple parts for printing within one column width, when possible.
- All figure legends must be placed in sequence on a separate page(s) at the end of the text file following tables.
- Figures may be submitted as part of the text file (following the list of figure legends). However, final figures used for publication must be jpg or tif files. Figures with multiple parts (a, b, c, etc.) must be prepared as a single figure.
- Refer to figures in text using the following format: (Fig. 2)
- Legends should be written to stand alone.
  - Be sure to spell out names of genera and other abbreviations, even if they have

- been used in the text.
  - Be sure to include relevant locations, dates, etc. that were included in the text.
- The format for the legend is:
  - FIG. 1--Frequency of...
  - The first line is indented 1.2 cm (= 0.5 inch).
  - There is no period after the number.
  - There are no spaces before or after the double hyphen.

#### COMMON CHANGES MARKED ON MANUSCRIPTS:

- The most common recommendation for manuscripts under review is that they be shortened. Be as concise as possible without sacrificing clarity.
- Avoid use of nouns as adjectives or adverbs.
- The words “might” and “can” are not synonymous with “may.” Use “can” in reference to a documented ability.  
Use “might” in reference to an undocumented possibility. Use “may” to indicate permission.
- Do not use “since” or “as” as synonyms for “because.” For example,  
*Use:* “We omitted 1998 from our analysis, because there were insufficient data from that year.”  
*Do not use:* “We omitted 1998 from our analysis, since there were insufficient data from that year.”  
*Do not use:* “We omitted 1998 from our analysis, as there were insufficient data from that year.”
- Do not use “hanging hyphens.” For example,  
*Do not use:* “inter- and intra-specific competition”.  
*Use:* “interspecific and intraspecific competition.”
- Avoid unnecessary use of the word “different” in phrases such as “five different species.” Obviously the five species were different; you cannot have “five same species.”
- Compass directions north, south, east, west, and their combinations should not be used as adjectives. The adjectival forms preferred are northern, southern, etc. (e.g., use “northwestern Kansas” rather than “Northwest Kansas”).
- Do not use vague words such as “very,” “quite,” “roughly,” “rather,” etc. If some indication of scale is necessary, use words or phrases that are as specific as possible.
- Do not use “and/or”. For example,  
*Do not use:* “March and/or April,”  
*Use:* “March, April, or both.”
- Do not use possessive nouns unless it is a proper name. For example,  
*Do not use:* “bird’s diet.”  
*Use:* “diet of the bird.”
- Use the phrase “human-made” rather than “man-made.”
- Use “elevation” for height above sea level of earth-bound features; use “altitude” for airborne objects.

## EXAMPLE FORMAT OF MANUSCRIPT

### DIATOMS (BACILLARIOPHYTA) FROM SALINE MARSHES IN KANSAS

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ABSTRACT--We collected 121 diatoms (Bacillariophyta) from two salt marshes and a saline stream...

RESUMEN--Colectamos 121 diatomas (Bacillariophyta) de dos pantanos salinos y de un arroyo salino...

Few studies have been published on diatom floras of saline environments in Kansas or adjacent states (Blinn, 1993)...

Although work has been conducted in saline lakes (Czarnecki et al., 1980; Blinn, 1993), less is known about diatom communities of saline marshes and associated streams...

MATERIALS AND METHODS--*Study Area*--Our study area is underlain by Paleozoic halite deposits...

*Sample Collection and Preparation*--We collected samples of diatoms at 4-8-week intervals during September 1996-June 1997...

In the lab, we suspended each sample of diatoms in water and placed 1 drop on a glass slide. We heated slides slowly...

RESULTS--We identified 118 species, varieties, and forms representing 44 genera (Table 2). We also identified...(Fig. 1).

DISCUSSION--Results of this study (121 taxa) and the study by Czarnecki et al. (1981; 186 taxa) suggest communities of diatoms in saline marshes and...

We thank D. J. Brandless and J. N. Farwell for assistance with collections of samples...

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