

Author Guidelines for Manuscripts Submitted for Publication in the *Texas Journal of Science* (August 2018)

Manuscripts intended for publication in the Journal should follow these guidelines and be submitted via the online submission system: <http://www.editorialmanager.com/txisci>

INSTRUCTIONS TO AUTHORS

Scholarly manuscripts reporting original research results in any field of science or technology, including science education, will be considered for publication in The Texas Journal of Science. Prior to acceptance, each manuscript will be reviewed by both knowledgeable peers and the editorial staff. Authors are required to suggest the names and addresses of at least three potential reviewers in their cover letter at the time of submission of their manuscript. No manuscript submitted to the Journal is to have been published or submitted elsewhere. All authors should have contributed significantly to the intellectual work presented. Guest or Honorary authorships are not allowed. Please include in the cover letter a statement describing the contributions of each author or co-author.

GENERAL ARTICLE FORMAT

Submit manuscripts in a Microsoft Word readable file format (.doc and .docx). Manuscripts should be double-spaced throughout (including legends and literature cited), with margins of approximately one inch and with lines and pages numbered. Scientific names of species should be placed in italics. The text can be subdivided into sections as deemed appropriate by the author(s). Possible examples are: Abstract; Materials and Methods; Results; Discussion; Summary or Conclusions; Acknowledgments; Literature Cited. Major internal headings are centered and capitalized. Otherwise do not use complex visual formatting like multiple-column layouts, Word text boxes, or Word drawing tools in the body of the text.

FIRST PAGE FORMAT

Include the following information, in this order, on the first page. This will assist the online submission system to fill out the appropriate fields for your submission. A list is shown below, followed by additional details for some sections.

- a) Title/subtitle
- b) Short title (if included)
- c) Authors
- d) Affiliations
- e) Corresponding author information
- f) Other author footnotes (if included, such as present address, equal contribution)
- g) Abstract (use the heading "Abstract" on the previous line)
- h) Keywords (if included)
- i) Conflict of interest or funding statement (when not part of the acknowledgements)

Format of title

Titles which include the scientific name(s) of species should contain sufficient information to alert the average reader (or abstracting service) as to what organism is discussed in the paper. The inclusion of only a scientific name is often insufficient. Instead, the author is encouraged to include a common name or the name of a higher taxonomic category (or combination of categories) in conjunction with the scientific name. The author should select names that will be recognizable by a majority of readers of the Journal. Examples are:

.... of the Deer Mouse *Peromyscus maniculatus*
.... of the Deer Mouse (*Peromyscus maniculatus*) or
.... of *Peromyscus maniculatus* (Rodentia: Muridae)

.. of the Rain Lily *Cooperia drummondii*
.... of the Rain Lily (*Cooperia drummondii*) or
.... of *Cooperia drummondii* (Amaryllidaceae)

Format of Affiliations

1. The uploaded manuscript file should contain distinct linkages from each author to their affiliation(s). The best way is to follow PubMed recommended style, which is to use superscript numbers after each author name and begin each affiliation with a superscript number. For example:

Alberto Hernandez¹
Mary Cerise²
¹University of North Texas
²Genewiz, Inc.

2. Authors should include complete affiliations. Use this:

¹Department of Biology, University of Texas Rio Grande Valley, Edinburg, TX, USA
²Department of Experimental Psychology, University of Texas Rio Grande Valley, Edinburg, TX, USA

Not this:

Departments of ¹Biology and ² Experimental Psychology, University of Texas Rio Grande Valley, Edinburg, TX, USA.

3. Author names and affiliation information should be placed in separate paragraphs; for example, this:

Sarah Jones, Professor
Incarnate Word University, San Antonio, TX, USA

Not this:

Sarah Jones, Professor, Incarnate Word University, San Antonio, TX, USA

Abstract

Each manuscript intended as a feature article must include an abstract. This should not exceed 250 words and should be a brief and concise statement of findings or results written as a double spaced single paragraph. It should not contain just a listing of subjects covered in the manuscript. Do not cite references in the abstract except under unusual circumstances. Manuscripts intended as a general note should also include a brief abstract on the first page for submission and review purposes; however, notes accepted for publication after peer-review will not contain abstracts in their final form.

References

In-text citations

Cite all references in text by author and date in chronological (not alphabetical) order; Jones (1971); Jones (1971; 1975); (Jones 1971); (Jones 1971; 1975); (Jones 1971; Smith 1973; Davis 1975); Jones (1971); Smith (1973); Davis (1975); Smith & Davis (1985); (Smith & Davis 1985). If more than two authors, use Jones et al. (1976) or (Jones et al. 1976). Citations to publications by the same author(s) in the same year should be designated alphabetically (1979a; 1979b).

Literature cited

Journal abbreviations in the Literature Cited section should follow those listed in the International Standard Serial Number Center (LTWA) List of Title Word Abbreviations:

<http://www.issn.org/services/online-services/access-to-the-ltwa/> Be certain that all citations in the text are included in the Literature Cited section and vice versa. The final submitted version of a manuscript should have codes from bibliographic software removed so the references are in plain text.

Consecutively-paged journal volumes and other serials should be cited by volume, number and pagination. Serials with more than one number and that are not consecutively paged should be cited by number as well (Smithson. Misc. Coll., 37(3):1-30). The following are examples of a variety of citations:

Journals & serials

Jones, T. L. 1971. Vegetational patterns in the Guadalupe Mountains, Texas. *Am. J. Bot.* 76(3):266-278.

Smith, J. D. 1973. Geographic variation in the Seminole bat, *Lasiurus seminolus*. *J. Mammal.* 54(1):25-38.

Smith, J. D. & G. L. Davis. 1985. Bats of the Yucatan Peninsula. *Occas. Pap. Mus., Texas Tech Univ.* 97:1-36.

Books

Jones, T. L. 1975. An introduction to the study of plants. John Wiley & Sons, New York, xx+386 pp.

Jones, T. L., A. L. Bain & E. C. Burns. 1976. Grasses of Texas. Pp. 205-265, *in* Native grasses of North America (R. R. Dunn, ed.), Univ. Texas Studies, 205:xx+1-630.

Online publications

For a journal article, checklist, etc. published digitally, see above citation examples, but include the URL or doi at the end of the citation and the date accessed in parentheses.

For example:

Husak, M. S. & T. C. Maxwell. 1998. Golden-fronted Woodpecker (*Melanerpes aurifrons*), version 2.0. In *The Birds of North America* (A. F. Poole & F. B. Gill, eds.), Cornell Lab of Ornithology, Ithaca, NY.

<https://doi.org/10.2173/bna.373>. (Accessed 17 Jul 2018).

Texas Parks and Wildlife Department. 2017. Endangered and threatened plants in Texas and the United States. Austin, Texas. <http://www.tpwd.state.tx.us/huntwild/wild/species/endang/plants/index.phtml>. (Accessed: May 18, 2017).

Unpublished

Davis, G. L. 1975. The mammals of the Mexican state of Yucatan. Unpublished Ph.D. dissertation, Texas Tech Univ., Lubbock, 396 pp.

In the text of the manuscript, the above unpublished reference should be cited as Davis (1975) or (Davis 1975). Do not make citations to unpublished material that cannot be obtained nor reviewed by other investigators (such as unpub. or unpub. field notes).

The citation "in press" must be accompanied by the title of the journal, as well as a volume number and year of expected publication. "Unpublished results" or material should be referenced to the source of the individual as (Jones pers. comm.). The name of the individual and their professional institution should then be given the "Acknowledgments" section of the manuscript.

Voucher specimens

When appropriate, such as new records, noteworthy range extensions, or faunal or floral listings for an area, the author(s) should provide proper information (to include accession numbers) relative to the deposition of voucher specimens. Specimens should be placed with the holdings of a recognized regional or national museum or herbarium. The name(s) and designated initials used by the museum should be given as part of the methods section or Table. Do not cite the deposition of voucher specimens in personal collections.

The Editorial Staff is very aware that many members of the Academy work with organisms that are protected by state or federal regulations. As such, it may not be possible to collect nor deposit these specimens as vouchers. In the interest of maintaining credibility, authors are expected to provide some alternate means of verification such as black and white photographs, list of weights or measurements, etc. The Editorial Staff retains the option to determine the validity of a record or report in the absence of documentation with a voucher specimen.

General notes

Manuscripts published as "General Notes" normally will not exceed four or five typed pages in final print. The format is the same as for feature articles except the only subheading in the text is a centered "Literature Cited" unless additional subheadings are deemed necessary. While the decision as to whether a manuscript is best suited for a feature article or a note will be made by the editorial staff, authors are encouraged to indicate their preference at the time the manuscript is submitted.

Graphics, figures & tables

Each table and figure must be submitted as a separate file to the online system. Color figures and photographs will be included in the online and .pdf version of the published article, but will appear black and white in the print version. All legends for figures and tables must be included following the references of the paper. All figures must be referred to in text as "Figure 3" or "(Fig. 3)"; all tables as "Table 3" or "(Table 3)". Figures must be at a minimum resolution of 600 dpi. Figures at lower resolution than this may be returned to the author for revision and may delay publication.

Computer generated figures and graphics must be reducible to 5.5 in. (14 cm) in width and not to exceed 8.5 in. (20.5 cm) in height. Figures and graphs which are too wide to be reduced to the above measurements may be positioned sideways. They should then be reduced to 9 in. (23 cm) wide and 5 in. (12.5 cm) in height. Photographs of specimens, study sites, etc. should not exceed 8 in. in width.

Abbreviations

The following are standard abbreviations which should be used:

Units of measure

sec	second
min	minute
h or hr	hour
d	day
wk	week
mo	month
yr	year
YBP	years before present
m.y.	million years
nm	nanometer
µg	microgram(s)

mg	milligram(s)
g	gram(s)
kg	kilogram(s)
Hz	hertz
kHz	kilohertz
MHz	megahertz
dL	deciliter
μL	microliter
μm	micrometer (micron)
mm	millimeter(s)
cm	centimeter(s)
m	meter(s)
K	Kelvin
km	kilometer(s)
in.	inch (use period)
ft	foot (feet)
mi	mile(s)
ha	hectare(s)
M	molar
ppm	parts per million
W	watt
gal	gallon(s)
μL	microliter
mL	milliliter and cubic centimeter should be spelled out when used alone or where confusion may exist; abbreviate as L only in a chemical listing or table of ingredients where it is self-evident.

Latin and other foreign language terms

ca.	circa
e.g.,	exempli gratia, for example (note comma)
et al.	et alia, and others
etc.	et cetera, and so on
i.e.,	such as (note comma)
<i>in vitro</i>	outside the living organism
<i>in vivo</i>	in the living organism
<i>in situ</i>	in its original or natural place or position
<i>per se</i>	by itself, as such
sic	thus (to signal exact transcription)
via	by way of, by means of
vis-à-vis	in relation to, as compared with vs. or versus against, in contrast to

Statistical terms

<i>A posteriori</i>	based upon actual observation or upon experimental data
<i>A priori</i>	valid independently of observation
ANOVA	analysis of variance
CV	coefficient of variation
<i>df</i>	degrees of freedom
<i>n</i>	sample size or number in sample
<i>P</i>	probability
<i>r</i> or <i>R</i>	correlation coefficient
<i>SD</i>	standard deviation
<i>SE</i>	standard error
<i>SEM</i>	standard error of the mean

$t f U Z X^2$	statistical tests
\bar{x}	mean
\geq	equal to or greater than
$>$	greater than
\leq	equal to or less than
$<$	less than
\approx or \sim	approximately

Miscellaneous

AC DC	alternating current and direct current
Co.	county (or spell out)
elev.	elevation (use period)
Fig. or fig.	figure (use period)
maximum	no abbreviation
minimum	no abbreviation
pers. comm.	personal (oral or written) communication
sp. or spp.	for one or more species of a genus
States	Use postal abbreviations (Texas=TX)
Table	write out completely
UK	United Kingdom (no spaces)
U.S.A. or USA	United States of America
USNM	National Museum of Natural History

Directions and coordinates

N E S W ENE SE SSW	no periods
29.4241° N, 98.4936° W	latitude and longitude in decimal degrees

UTM coordinates are suitable, but the distance and direction from a known place-name should also be included.

Symbols

Write percent as one word in the text, but use the percent sign after numbers (1%, 99%). Use the percent sign (%) in all tables or figures. Do not use X as a symbol for the word "by". Write, for example, "Containers used were 8.4 by 8.4 by 24.8 cm"

Scientific names

Punctuate scientific names correctly. Generic name and specific epithet should appear in italics. Other taxonomic ranks should be capitalized. Common names should be lower-case. The species authority (name of the author(s) of the species) may occur in the title or with the first use of the species name in the abstract or introduction. Species authority does not require a citation.

Once a scientific name has been fully written out in the manuscript, the generic name may be abbreviated to the single first upper case letter. Example: *Homo sapiens* with first use may be written as *H. sapiens* thereafter. Do not, however, start a sentence with the abbreviated initial of a scientific name - spell out the generic name if it is the first word of a sentence. When citing subspecies, do not abbreviate the specific epithet. Use *H. sapiens sapiens* instead of *H. s. sapiens*.

When the name and date of a reference other than the original author of the species follows the scientific name of a species, it should be preceded by the abbreviation cf. (citation from). Otherwise the reference will appear to be the author of the species.

Example:

.... were also analyzed from specimens of *Peromyscus maniculatus* (cf. Jones 1971).

Numbers

For numbers one through nine, write out the number in the text of the manuscript except when used with units of measure (such as 4 mm or 9 km). For numbers 10 and above, use the number. Use only numbers in all tables and figures.

These guidelines have been prepared in an effort to both reduce the amount of editorial revision and to speed the process by which your manuscript is ultimately published. All questions relating to manuscripts cannot possibly be covered in this one set of guidelines. Should questions arise, then please review the most recent issues of the Journal or contact the Editorial Staff. Thank you for considering the Texas Journal of Science.

Galley proofs & reprints

The corresponding author will receive galley proofs in PDF format prior to the final publishing of the manuscript. Corrections in electronic format are to be returned to the Managing Editor within five days; failure to promptly return corrections to the galley proofs may result in delay of publication. The Academy will provide a PDF reprint without charge for each feature article or note published in the Journal. Reprints will be emailed to the corresponding author or other such designated contact person following the publishing of each issue of the Journal. The distribution of reprints among co-authors is the responsibility of the corresponding author.

Page charges

Page charges will be waived on manuscripts in which all authors are members of the Texas Academy of Science in good standing at the time of the original submission and publication. These manuscripts will be published with the customary PDF reprint provided to the corresponding author without charge. As in the past, those authors with institutional or grant support are requested to support these page charges in part or whole when possible.

For manuscripts authored by non-members or a combination of members and non-members - authors are required to pay \$50 per printed page. Members of the Academy are, however, allowed four published pages per year free of charge on these publications - full payment is required for those pages in excess of four. Non-members of the Academy are required to pay full page charges for all pages. The Academy, upon written request, will subsidize a limited number of contributions per volume. These exceptions are, however, generally limited to students, post docs or foreign authors without financial support. Should a problem arise relative to page charges, please contact Dr. Andrew C. Kasner (kasnera@wbu.edu).

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