

Author Guidelines for Manuscripts Submitted for Publication in the *Texas Journal of Science*

Manuscripts for research articles and general notes intended for publication should follow these guidelines and be submitted to the online submission system: <http://www.editorialmanager.com/txjsci>

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.

INSTRUCTIONS TO AUTHORS

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.

TYPES OF ARTICLES PUBLISHED

Research articles

Research articles reporting original research results in any field of science, technology, or science education will be considered for publication. Research articles should contain an Abstract, Introduction (unlabeled), Materials & Methods, Results, Discussion, Acknowledgments, and Literature Cited. All original research articles are peer-reviewed prior to publication.

General notes

General notes normally will not exceed four or five typed pages in final print. The format is the same as research articles except the only subheading in the text is Literature Cited unless additional subheadings are deemed necessary. While the decision as to whether a manuscript is best suited as a research article or a general note will be made by the editorial staff, authors are encouraged to indicate their preference at the time the manuscript is submitted. All general note articles are peer-reviewed prior to publication.

Editorials

Editorials call attention to recent articles or topics of particular interest to Texas scientists and are written either at the invitation of the editorial staff or after the author(s) has discussed the proposed manuscript with the editors. At the discretion of the editors, editorial manuscripts may be peer-reviewed prior to publication.

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. Each line should be 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 (required for research articles but not for general notes and editorials)
- 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 author names and 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 research 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: <https://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.

Graphics, figures & tables

Each table and figure must be submitted as a separate file to the online system. Color figures and photographs will be accepted but an additional page charges will apply for color printing (see page charges below). 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 that 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 |
| n | 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 |
| <i>t f U Z X²</i> | 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.

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. Reprints will be emailed to the corresponding author or other such designated contact person following the publishing of the article in the Journal. The distribution of reprints among co-authors is the responsibility of the corresponding author.

Page charges

Authors are required to pay \$50 per printed page. Color photographs and/or figures will be accepted when authors agree to pay an additional \$150 per page for those pages printed in color (\$200 per page printed in color).

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. Color page charges, however, will not be waived for members. 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 and color pages are not eligible for discount. 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. Jason L. Locklin (jason.locklin@templejc.edu).

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