

INSTRUCTIONS TO AUTHORS

The Center of Excellence for Field Biology Symposium on the Natural History of Lower Tennessee and Cumberland River Valleys

The following instructions are for persons presenting papers at the Symposium on Natural History of the Lower Tennessee and Cumberland River Valleys. Your presentation can be published in one of three formats: **abstract, short communication, or fully developed manuscript**. Also, please indicate if your presentation will be given using Power Points, overhead, or slides, etc.

Abstracts and short communications should be submitted to the editor of your section as an e-mail attachment or on disk (Microsoft Word - PLEASE). For fully developed manuscripts, please submit a double-spaced (throughout, including text, table titles, figure captions, legends, footnotes, and quotations) hard copy and email or disk file. **IMPORTANT**: Do not embed tables or figures within the text. Instead, place each table or figure on a page to itself, with figure caption(s) on a separate page - we will insert tables or figures after their first mention in the text.

Abstract

An abstract should consist of a brief (do not exceed one manuscript page) and concise summary of presented material. **Abstracts must not** include subheadings, figures, tables, or literature citations.

Short Communication

Short communications are for summaries that are lengthier than abstracts, in which you may wish to cite literature and include figures or tables (see instructions below under details for a fully developed manuscript). As with abstracts, **short communications should not** include separate sections with headings and subheadings (Methods, Results, etc.).

Fully Developed Manuscript

Fully developed manuscripts should be written in a clear and precise style. The following instructions cover the pages, sections, and organization that should normally be included in a fully developed manuscript.

Cover Page. A descriptive title should appear in the upper center of the cover page. Below the title should appear the author' s/s' name/s. The address/es of the author/s should be listed below the author' s/s' name/s, using superscript numbers to reference the addresses if more than one is involved. No abbreviations should be used in the addresses.

Abstract. An abstract, generally no longer than five percent of the manuscript text length, but never exceeding one page of text, should follow the cover page.

Text. Scientific names of genera and species should be *italicized*. Species names (the binomial) should be spelled out completely (e.g., *Ambystoma maculatum*) the first time they appear in the manuscript, and subsequently abbreviated (e.g., *A. maculatum*) only if no chance for confusion exists. Abbreviations should never be used at the beginning of a sentence. When using serial commas, include one before the final conjunction. Use the metric system throughout the manuscript, abbreviating m, cm, km, etc. References should be cited in the text using the name-year system. When several citations appear together, they should be listed first chronologically by year, then alphabetically within each year (Jones 1983, Atkins et al. 1984, Jackson 1986, Jones 1986a,b.) Tables should each be on a separate page and numbered sequentially with Arabic numerals. Each table should be headed by a descriptive title in capital and lowercase letters. Wherever possible, both tables and figures should include enough information, in either the title alone or in the title and footnotes, to allow interpretation of their contents without reference to the text. Table and figure titles (captions) should be typed double-spaced in capitals and lowercase letters, and in the case of figures, on a separate page. Dimensions, if needed, should be indicated directly on figures with a line scale rather than by giving magnifications or reductions. As the proceedings will be printed xerographically, do not submit photographs or colored illustrations. Line

drawings, figures with black-on-white shading, and photographs for which screen prints have been prepared are acceptable.

Acknowledgments. An acknowledgments section, significant and short, may follow the manuscript text and precede the Literature Cited.

Literature Cited (adapted from instructions found at the following website:

<http://www.ssarherps.org/pages/JHinstr.html>). An alphabetical/chronological literature cited section should follow the acknowledgments. All journal titles should be spelled out in their entirety (i.e., no abbreviations). Be sure that all entries in the Literature Cited also appear in the text (and vice-versa), and that the format examples given below are rigorously followed:

Article in a Journal

Smith, A. T. 1992. Ecology of rattlesnakes in Florida. *Journal of Herpetology* 26:100-105.

Article in a Symposium Proceedings

DeSelm, H. R. 1992. Barrens of the Central Basin of Tennessee. *In* D. H. Snyder (ed.), *Proceedings of the fourth annual symposium on the natural history of lower Tennessee and Cumberland River valleys*, pp 1-26. The Center for Field Biology, Austin Peay State University, Clarksville, Tennessee.

Book

Smith, A. T., and J. Jones. 1995. *Physiology of Amphibians and Reptiles*. McGraw-Hill Inc., New York (page numbers not needed when entire book is the citation). **Use italics and capitalize the first letter of each significant word in book titles.**

Chapter in a Book

Smith, A. T. 1994. Systematics of frogs and toads. *In* J. Black and M. Lee (eds.), *Systematics of Amphibians and Reptiles*, pp. 52-65. Univ. of Kansas Press, Lawrence.

Works "in press" -- Cite in the text by following the author's name with "(in press)," and in the Literature Cited section as follows:

Smith, J. Q. (in press). Things my uncle never said about snakes. *Journal of Ethnography*.

Dissertation or Thesis

Smith, A. T. 1991. Behavioral ecology of turtles. Unpubl. Ph.D. Diss. (or Thesis), Univ. of Kansas, Lawrence. (Use state name only if not obvious from the university name).

Published Abstract

Williamson, S., and A. F. Scott. 2001. Natural history notes on a recently discovered population of *Sternotherus minor peltifer* (Stripneck Musk Turtle) in Whiteoak Creek, Houston and Humphreys counties, Tennessee. *Journal of the Tennessee Academy of Science* 76:33. (Abstract)

Multiple Citations -- Multiple citations for the same author should be organized as follows: single-author citations first, two-author citations second (in alphabetical order), three or more authors third (in alphabetical order).

- Smith, A. T. 1992. Ecology of rattlesnakes in Florida. *Journal of Rattlesnake Ecology* 26:100-105.
- Smith, A. T. 1993. Ecology of turtles in Louisiana. *Journal of Herpetology* 27:91-99.
- Smith, A. T., and B. Black. 1991. Systematics and morphology of snakes. *Journal of Ophidology* 25:100-105.
- Smith, A. T., and J. Jones. 1989. Diamondback terrapins in Louisiana. *Bulletin of the Society for Aquatic Critter Study* 23:234-236.
- Smith, A. T., A. Black, and J. Jones. 1995. Temperature relationships in garter snakes. *Bulletin of the Gartersnake* 29:30-34
- Smith, A. T., W. White, and J. Jones. 1989. Mating behavior in Gila monsters. *Herpetologica* 23:230-234.

Miscellaneous -- If unreviewed reports to government agencies or conservation organizations are included in the Literature Cited, sufficient information should be provided so that readers can locate the reference independently.

Pagination. All pages should be numbered sequentially in the following order: cover page, abstract, text, (include tables and figures), acknowledgments, and literature cited. Appendixes, if needed, should follow the literature cited with the pages numbered.

Editorial Review

Manuscripts will be reviewed by the Symposium section editor and usually by a member of the Center appointed editorial board or another authority in cases where no editorial board member feels competent to review a particular paper. Manuscripts will be returned for author revision if it is deemed necessary. Page proofs will be provided to authors, but only to allow a final check for spelling and grammatical errors. **No substantive changes will be allowed in the proofs.**