

INSTRUCTIONS TO AUTHORS

(Revised March 2015)

Submission instructions.—Please submit manuscripts in MSWord format in 12-point New Times Roman font and all figures at 300-dpi in JPEG, TIFF, or PDF format. Please size the figures as they should appear in the published article in the *Proceedings*. See Illustrations section below for additional information concerning figures.

General information.—Manuscripts and all correspondence should be sent to the Editor. To be eligible for publication in the *Proceedings* at least one author must be a member of the Academy. Submission of a manuscript to the Editor implies that it has not been sent to another publication, nor has it been published elsewhere. If it is accepted for publication in the *Proceedings*, it may not be republished without the written consent of the Academy.

All manuscripts are evaluated by referees. Manuscripts may be submitted as a .doc file [MSWord format] by e-mail or by mail on a CD or USB Flash Drive. Figures should be saved in 300-dpi JPEG, TIFF, or PDF format in the size they should appear in the published article. Galley proofs will be e-mailed to the primary author [i.e., Corresponding Author] for approval and correction. Galley proofs must be returned to the editor within one week.

Voucher specimens and permits.—Voucher specimens of species used in scientific research should be deposited in a recognized scientific institution. Authors must indicate that the collection of specimens, especially threatened or endangered species, was authorized by the appropriate governmental organization. Those making identification of specimens should be identified.

Cover sheet:—To include Title of Manuscript, Corresponding author's name and E-mail address, Principal area of relevance [based on Academy Sections], and Secondary area of relevance. The corresponding author should also include the names and email addresses of three potential reviewers on the cover sheet.

Running head.—The author's surname(s) and an abbreviated title should be typed all in capital letters and must not exceed 60 characters and spaces. The running head should be placed near the top center of every page, including the title page.

Title page.—The title page should include (1) the title in capital letters, (2) each author's name and address [note: combine all authors from one address together], (3) the running head, (4) the complete name, address, and telephone number, fax number, and e-mail address of the author with whom proofs and correspondence should be exchanged, i.e., the corresponding author, and (5) any footnotes [see footnote section below]. Use single space when providing the corresponding author's information and footnotes.

Abstract.—All manuscripts have an abstract that should summarize the significant facts in the manuscript. The “**ABSTRACT**” heading in capital letters [in bold type] should be placed at the beginning of the first paragraph set off by a period and followed by three spaces [e.g., **ABSTRACT.** The main concepts.....]. Use complete sentences, and limit the abstract to one paragraph and no more than 250 words. The abstract should be doubled-spaced.

Keywords.—Give 3–5 appropriate keywords separated by commas.

Text.—Double-space text, tables, legends, etc. throughout, printing on only one side of the page. Three categories of headings are used. The first category (METHODS, RESULTS, etc.) is typed in capitals, centered, and on a separate line, not bold type. The second (lower) category of heading, in bold type,

begins a paragraph with an indent and is separated from the text by a period and a dash. (This paragraph begins with an example of this heading.) The third heading category may or may not begin a paragraph, is italicized, and is followed by a colon. (The paragraph below is an example.) The metric system must be used unless quoting text or referencing collection data. Hectare [ha] is acceptable.

Citation of references in the text: Cite only papers already published or in press. Include within parentheses the surname of the author followed by the date of publication. A comma separates multiple citations by the same author(s) and a semicolon separates citations by different authors, e.g., (Smith 1990), (Jones 1988; Smith 1993), (Smith 1986, 1987; Smith & Jones 1989; Jones et al. 1990). List citations within a set of parentheses in chronological order, not alphabetical order (see above). Note, in citations with two authors, use “&”, not the word “and” (see above).

Conclusions.—Do not have a conclusions section. This information should be in either the abstract or the end of the discussion.

Literature cited.—Use the following style, and include the full unabbreviated journal title. Repeat the name for multiple references by the same author. Note that book titles have the first letter of each word capitalized. Unless citing a section of a book, include the number of pages in the book.

Journal Articles:

Kinley, T.A. 1997. Relationship of riparian reserve width zone to bird density and diversity in southwest British Columbia. *Northwest Science* 71:75–86.

Naiman, R.J. & H. Decamps. 1997. The ecology of interfaces: Riparian zones. *Annual Review of Ecology and Systematics* 28:621–658.

Ruch, D.G., B.G. Torke, B.R. Hess, K.S. Badger & R.E. Rothrock. 2008. The vascular flora and vegetational communities of the wetland complex on the IMI property in Henry County near Luray, Indiana. *Proceedings of the Indiana Academy of Science* 117(2):142–158.

Books:

Cowardin, L.M., V. Carter, F.C. Golet & E.T. LaRoe. 1979. *Classification of Wetlands and Deep Water Habitats of the United States*. FWS/OBS 79/31, U.S. Fish and Wildlife Service, Washington, D.C. 103 pp.

Deam, C. 1940. *Flora of Indiana*. Department of Conservation, Wm. B. Burford Printing Co., Indianapolis, Indiana. 1236 pp.

Swink, F. & G. Wilhelm. 1994. *Plants of the Chicago Region*, 4th ed. Indiana Academy of Science, Indianapolis, Indiana. 921 pp.

Chapter/section of a Book:

Walter, J. 1992. The significance and complexity of communication in moths. Pp. 25–66. *In* *Insect Communications: Mechanisms and Ecological Significance*. (P.N. Work & J.S. Rivers, Eds.). Princeton University Press, Princeton, New Jersey.

Hedge, R.L. 1997. Forested swell and swale: the Central Till Plain natural region. Pp. 195–199. *In* *The Natural Heritage of Indiana*. (M.T. Jackson, Ed.). Indiana University Press, Bloomington, Indiana.

Websites:

USDA, NRCS. 2013. The plants national database. Baton Rouge, Louisiana. At: <http://plants.usda.gov> (Accessed 28 August 2013).

EPA (U.S. Environmental Protection Agency). 2011. Surf Your Watershed. Washington, D.C. At: <http://cfpub.epa.gov/surf/locate/index.cfm> (Accessed 14 January 2014).

Division of Nature Preserves, Indiana Department of Natural Resources. 2007. Endangered, Threatened, and Rare Vascular Plants of Indiana. Indianapolis, Indiana. At: <http://www.in.gov/dnr/naturepr/> (Accessed 8 September 2012).

Rothrock, P.E. 2004. Floristic quality assessment in Indiana: The concept, use and development of coefficients of conservatism. Final Report for ARN A305 4 53, EPA Wetland Program Development Grant CD975586 01. 96 p. Indianapolis, Indiana. At: <http://www.in.gov/idem/water/planbr/401/publications.html> (Accessed 24 June 2011).

Check the most recent editions of the *Proceedings* for additional examples.

Footnotes.—Footnotes are permitted only on the first printed page to indicate current address or other information concerning the author(s). These are placed together on the title page of the manuscript. Tables and figures may not have footnotes. Include this information within the legend.

Tables.—Tables should be double-spaced, one table to a page, and numbered consecutively. Most tables contain only three horizontal lines (see recent issues for examples). Do not use vertical lines, boxes, or shading. Include all pertinent information in the table legend at the top of the table (no footnotes).

Illustrations.—Figures submitted electronically should be at least 300 dpi and in JPEG, TIFF, or PDF format. You may pre-submit illustrations to Allen Press to be certain that they meet publication standards. Go to <http://verifig.allenpress.com>. The password is **figcheck**. Figures should be arranged so that they fit (vertically and horizontally, including the legend) the printed journal page, either one column or two columns, with a minimum of wasted space. When reductions are to be made by the printer, pay particular attention to width of lines and size of lettering in line drawings. Multiple photos assembled into a single plate should be mounted with only a minimum of space separating them. In the case of multiple illustrations mounted together, each illustration must be numbered (1, 2, etc.) rather than given letter (a, b, etc.) designations. In paper manuscripts submitted for review, photocopies are acceptable, and should be reduced to the size that the author prefers in the final publication. Color plates can be printed, but the author must assume the full cost, currently about \$600 per color plate. Legends for illustrations should be placed together on the same page(s) and separate from the illustrations. Each plate must have only one legend, as indicated below: Figures 1–4.—Right chelicerae of species of *Centruroides* from Timbuktu. 1. Dorsal view; 2. Prolateral view of moveable finger; 3. *Centruroides* holotype male; 4. *Centruroides* female. Scale = 1.0 mm.

Page charges and reprints.—There are no page charges, but at least one of the authors must be a member of the Academy. Corrections in proof pages must be restricted to printer's errors only; all other alterations will be charged to the author (currently \$3 per line). Reprints are available only through Allen Press and should be ordered (with payment) when the author receives an email from the Press after reviewing the proof pages.