

INSTRUCTIONS TO AUTHORS

1. General Policy

The publications policy of the Academy is intended to implement the goal of publication of the *Proceedings* by the Academy, namely, stimulation of research on the part of West Virginia scientists and Academy members by providing an outlet for publication of their research results. Within the limits of available resources, the Academy will attempt to maximize the number of articles it can publish, while maintaining standards by the peer review process. Where selection must be made, the sole criterion for judgment shall be the quality of the research involved. Articles of a local or regional nature, as well as those of broader scope, are encouraged. Articles will not be discriminated against because of their subject matter, as long as they satisfy the requirement of the bylaws (<http://www.marshall.edu/wvas/WELCOME.HTML>; click on the Bylaws link) that they be "...of a scientific nature" (Section VII, Article 1).

The Academy will consider papers that report the results of original research or observation. The Academy will not publish papers that have been published elsewhere. Each manuscript will be reviewed by the Publications Committee and by referees. Manuscripts longer than 15 pages of double-spaced, typed copy normally will not be accepted. Membership in the Academy is a requirement for publishing in the *Proceedings*. In the case of joint authorship, at least one author must be a member of the Academy. No author, or co-author, may submit more than two papers for any volume of the *Proceedings*. Ordinarily, papers offered for publication must have been presented at the annual meeting of the Academy but presentation is not a requirement for publication. Publication is not automatic. The *Proceedings* editors also solicit outstanding expository papers.

2. Abstract for Annual Meeting

A 'call-for-abstracts' announcement is mailed to each member in the fall.

The abstract will be formatted in the following manner:

JOHN SMITH, Dept of Biological Mathematics, West Virginia University, Morgantown, WV, 26506, and JIM DOE, Dept of Chemical Sociology, Marshall University, Huntington, WV 25755. Analysis of trigonometric cell structure in the chromosome.

Text of the abstract will begin here without indentation. Skip one line and begin the first paragraph of text. Single-space the text. Start each new paragraph by indenting 3 spaces. Do not skip a line between paragraphs. Standard abbreviations may be used. The abstract should contain a brief statement of (a) the objectives of the study, (b) the method of study used, (c) the essential results including data and statistics, (d) the conclusions, and (e) the source of support (if applicable). Figures and tables cannot be accommodated. Please check the abstract for misspellings, poor hyphenation, and poor grammar. The text of the abstract should not exceed 250 words.

3. Manuscripts

Manuscripts for publication should be sent to the editor, Dr. G. Paul Richter, 112 Fayette Street, Buckhannon, WV 26201. Manuscripts must be sent electronically (email or compact disk) in Microsoft WORD to richter_p@wwvc.edu. One hardcopy should also be sent to the address above. Proofs, edited manuscripts, and all correspondence regarding papers for publication should be directed to the editor. For additional information, call (304) 472-3317.

a. Cover-sheet (Title and by-line)

The cover sheet for each manuscript should include the title (bold, 12-pt. New Times Roman font) of the

paper followed by the names and business addresses of all authors. The corresponding author should be indicated by an asterisk and include a business phone number, fax number (if available), and e-mail address (if available)

b. Organization of Manuscripts

Each manuscript shall start with an abstract (no more than 250 words) that should summarize the primary results. In general, the introductory abstract will replace a summary. This abstract should be suitable for sending to international abstracting services for immediate publication in the event that the paper is accepted for publication in the *Proceedings*.

The following sequence is suggested for organizing a paper: Introduction, Materials and Methods, Results, Discussion, Acknowledgments, and Literature Cited.

The text should be double-spaced (New Times Roman 12 pt. font size), and pages should be numbered consecutively in the top right-hand corner of each page preceded by the author's last name.

Major section headings (**INTRODUCTION, METHODS**, etc.) are to be bold and all caps and subsection headings should be presented in 10-pt font size, in all caps but not bolded.

Indent each paragraph 3 spaces.

c. Grammatical Considerations

Place two spaces between the period at the end of one sentence and the first letter of the next sentence.

Hyphenate compound modifiers and compound words. A modifier made up of an adverb (other than adverbs ending in *-ly*) + adjective, adjective + noun, or two nouns is a compound or unit modifier. E.g., *plum-pox-resistant*, *transgenic plum*, where *plum-pox-resistant* is the compound modifier (hyphens are boldface for emphasis). Note: chemical names used as modifiers are not hyphenated except when misinterpretation is likely. Examples: 1. Iron sulfide containing bacteria is commonly found ... ; 2. Iron sulfide-containing bacteria are ... (In example 1., a sample of iron sulfide that contains bacteria within it is the subject; in example 2., the bacteria contain iron sulfide and *bacteria* is the subject.

Include a comma after each member in a series of words that form a list in a sentence, form a series of modifiers modifying the same item, or for a series of phrases, as this sentence itself exemplifies. E.g., ...*dogs, horses, antelope, and trout*... A different example exemplifies an important exception: When an adjective or noun acting as an adjective is conceptually very closely related to the immediately following noun, as *big* in *big apple*, it is not considered part of the series of modifiers modifying the noun. Thus in ...*moldy, green, foul-tasting big apple* ... commas follow all of the modifiers prior to *foul-tasting*, but because *big* is closely associated with apple, it is not in the series; hence *foul-tasting* is the last modifier in the series (it could have been preceded by *and*).

Latin epithets used in scientific names for animals and plants follow a different set of rules than English names, even "official" English names. The guideline for English names is based on the rule "only proper nouns are capitalized in sentences". E.g., *coastal plain oak*, *raspberry horntail sawfly* would not be capitalized in a sentence. Capitalize the first letter of the first word in a sentence and capitalize the first letter for each major term in titles, figure captions, and table headings. Note: the symbol *pH* always has a lowercase *p* and uppercase *H*; it should not be the first "word" in a sentence, caption, or title if things can be conveniently rearranged.

Spell out numbers "one" through "nine"; use numerals for numbers higher than nine. As with *pH*, avoid beginning sentences, captions, and titles with a numeral.

There exist hyphens, en-dashes, and em-dashes, and each has a use. One should distinguish especially between the hyphen (the shortest of these marks) and the en-dash (the intermediate in length of the

three). The en-dash should be used in two-word concepts (e.g., *nickel–metal hydride battery*) and spans of time (e.g., *for the period January–June*), among other situations. In “Word” for PCs, the en- and em-dashes are available in the “Special Characters” tab of the “Symbol” sub-menu, which is under the “Insert” menu. In Macintosh computers, the en-dash is also available directly when the “alt/option” key is held down while striking the hyphen key.

For other grammatical considerations please consult a good scientific writing reference, such as the *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers* by Council of Science Educators Style Manual Committee.

4. Figure, Illustrations, and Table Preparation

Each table or figure should be supplied with a legend sufficiently complete to make the table or figure intelligible without reference to the text. Footnotes may be used in connection with tables and figures where necessary. Footnotes should be avoided whenever possible in the text itself. Complicated formulas should be prepared with care in a form suitable for camera copy reproduction. Avoid such formulas in the text. Acceptable fonts include Times, New Times Roman, Arial, Courier, Helvetica, and Symbol. Table and figure format should follow those in issue **79(2)** or later.

Example Table:

Table 1. Synthesis of PIT tag retention rates from American eel studies.

Study	Location of Study	Duration	Eel Length (mm)	Tag Location	Tag Retention
Thomas (2006)	Laboratory	6 months	≥ 500	Dorsal musculature	100%
Morrison and Secor (2003)	Hudson River, NY	2 months	Mean = 457	Visceral cavity	89%
Verdon and Desrochers (2003)	St. Lawrence River, NY	1998-1999	Mean = 471.7 (1998) Mean = 468.7 (1999)	Behind the head	98%
Verdon et al. (2003)	Richelieu River, Quebec	1997-1999	Mean = 379.7	Dorsal Musculature	93.9%

Prepare figures and illustrations to be close to the expected size within the publications, with a width of no less than 3 inches (column width) or 6.5 inches for full-page width.

All illustrations and photographs will be published in black and white or grayscale. Use shaded fills for shapes and graphs. For figures with bars, shading, diagonal, and horizontal lines are allowable. Each bar fill-type should be clearly distinct. All drawn lines must be greater than 0.25 pts (0.1 mm) thick. All figures should have a white chart area. See *WVAS Proceedings 79(2)* or later for example formatting.

The recommended file format and resolution for various types of line drawing and photos are:

- Black and white line art, use 1000 dpi minimum resolution
- Half tone and grayscale – use minimum resolution of 600 dpi
- Images and photos need to be in grayscale with a minimum resolution of 600 dpi

All illustrations should be submitted electronically as a separate file for each figure. Acceptable file format are TIF, PDF, Microsoft PPT, DOC, or XLS. No other formats are accepted at this time.

Please note: Illustrations, graphs, and photos that do not comply with the recommended format

will be returned to the author for correction. The manuscript will not be considered for review until it is resubmitted with the required corrections. Figures and tables covering more than one page should have the figure or table number repeated at the top of each of the other pages followed by the word "continued" within parentheses. Data, legends, and other identifiers that appear within a figure or table need to be large enough in the published version to be easily read.

5. Literature Cited

References shall be collected at the end of the manuscript as "Literature Cited" and must be cited in the text.

- Citations within text:
References should be cited by author and date within the text. Separate multiple citations with a semicolon.
- Example citations within text:
Single author: (Dare 2003)
Two authors: (Buzby and Deegan 1999)
Multiple authors: (Feldheim et al. 2002)
Multiple citations: (Buzby and Deegan 1999; Feldheim et al. 2002)
- Citations at the end of paper:
The title of the papers cited and the inclusive page numbers must be given.
The article title should be italicized and the journal name should be in normal font.
Bold the volume number, italicize the issue, and present page numbers in normal font.
End each citation with a period.
Citations should be formatted with hanging indentation of 0.5".
Do not skip a line between citations.
- Example journal citations:
Buzby, K. and L. Deegan. 1999. *Retention of anchor and passive integrated transponder tags by arctic grayling*. N. Am. J. Fish. Manage. **19**(4): 1147-1150.
Dare, M.R. 2003. *Mortality and long-term retention of passive integrated transponder tags by spring Chinook salmon*. N. Am. J. Fish. Manage. **23**: 1015-1019.
Feldheim, K.A., S.H. Gruber, J.R.C. de Marignac, and M.V. Ashley. 2002. *Genetic tagging to determine passive integrated transponder tag loss in lemon sharks*. J. Fish Biol. **61**: 1309-1313.

Example book citation:

- Stacey, M. and S. A. Barker. 1960. *Polysaccharides of microorganisms*. Oxford Univ. Press. London. 228 pp.
- Freemark, K. and B. Collins. 1992. *Landscape ecology of birds in temperate forest fragments* in J. M. Hagan, III and D. W. Johnston (eds.), *Ecology and Conservation of Neotropical Migrant Landbirds*. pp. 443-454. Smithsonian Institution. Washington, D.C.

6. Submission of Revised Manuscripts

All manuscripts accepted by the peer reviewers that need to be revised must be done according to instructions and submitted to the editor either by e-mail or on a compact disk.

7. Proofs

If galley proofs are sent to authors for corrections they should be made on margins of the proof. Proofreader's marks may be found in dictionaries and in style manuals (e.g., "Style Manual for Biological Journals"). Changes in text after the manuscript is in galley proof are quite expensive and in general are not permitted. Galley proofs must be corrected and returned promptly (within ten days).

8. Reprints

A reprint order blank will be sent with the galley proofs. This should be returned with the corrected proof.

9. Cost of Publication

Authors will be billed by the Academy for pages in excess of the maximum allowed (see item 1). The cost of figures that require half-tone screens, such as photographs, will also be billed to the authors. Currently, a page charge of \$15.00 per page is in effect, and the author will be sent a pro forma invoice to see if payment can be secured from the author's institution, company, research grant, etc. Failure to honor page charges will not prevent publication of a paper, but will greatly assist the publication program of the Academy.