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**GUIDELINES FOR MANUSCRIPTS SUBMITTED TO THE  
INTERMOUNTAIN JOURNAL OF SCIENCES**

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**ABSTRACT**

The editorial board of the Intermountain Journal of Sciences (IJS) provides guidelines for authors who wish to submit manuscripts for publication. Manuscripts should follow the format and style presented here to assure prompt review and publication. Organization of manuscripts will vary somewhat to accommodate the content of the article.

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**Key words:** author, format, guidelines, Intermountain Journal of Sciences, manuscript, style.

**INTRODUCTION**

The co-publishers of IJS — Montana Academy of Sciences (MAS), Montana Chapter of The Wildlife Society (MCTWS) and Montana Chapter of the American Fisheries Society (MCAFS) — encourage scientists, practitioners, educators, and students to submit their research, application, or viewpoints for consideration in IJS. This article provides authors with guidelines, using examples of style and format, for preparation of manuscripts similar to those prepared for The Journal of Wildlife Management by Ratti and Ratti (1988).

The general format of articles appearing in IJS have been approved by the editorial board. Organization will vary to accommodate content of the article;

e.g., research, application, and opinion.

These guidelines will hopefully provide authors with timely review and publication of their manuscripts. Manuscripts that deviate from the approved style and format will be returned to the author(s) for corrections prior to a peer review.

## POLICY

### Scope

The co-publishers offer an opportunity to publish papers presented at annual meetings of the respective organizations and intend to replace printed proceedings through publication of IJS. Although manuscripts from papers presented at these meetings will receive publication priority, the co-publishers also encourage others, including nonmembers, to submit manuscripts for consideration in IJS.

### Review of Manuscripts

Referees and associate editors judge each manuscript on originality, technical accuracy, interpretation, and contribution to the scientific literature. Associate editors include MAS section vice presidents. Referees are selected on the basis of their expertise and knowledge of the specific subject area. The managing editor determines acceptability and need for revision based on recommendation of an associate editor. Previously published material will not be accepted for publication in IJS.

## PAGE CHARGES AND COPYRIGHTS

Page charges for published manuscripts are currently \$25 per printed page and are assessed upon acceptance of manuscripts for publication. These charges may be adjusted when required to cover the cost of publication. Costs associated with alteration to page proofs, except for typesetting and editorial errors, will also be assessed to authors. Unless it is in the public domain, copyright is

retained by the author(s).

### COPY

Manuscripts should be submitted on white bond paper, 215 x 280 mm (8.5 x 11 in), double-spaced, with margins of 32 mm (1.25 in) on all sides. Do not hyphenate words along the right margin or right-justify the text. Use a footer with the senior author's last name in the lower left corner and the page number in the lower right corner on pages 2 through the LITERATURE CITED.

We recommend an upper limit of 25-30 double-spaced pages not including tables and figures. This works out to about one page of published material per three pages of double-spaced manuscript.

### SUBMISSION

Submit four good-quality copies of the manuscript along with a letter of transmittal to the managing editor. The current managing editor's name and mailing address should appear on the inside of the front cover in the most recent issue of IJS. Following the initial review by referees and associate editor, please submit revised manuscripts on diskette as a text or WordPerfect 5.1 file. The diskette version will increase the accuracy and speed of final publication.

In a letter of transmittal, please indicate that the manuscript consists of work of which no part has been previously published. Honors dissertations and graduate theses are not considered published material and may be published in part or in their entirety in IJS.

### TITLE AND AUTHORS

The date of submission (update with each revision), senior author's name, mailing address, and daytime phone number appear single-spaced in the upper left corner above the title on page 1. All text that follows should be double spaced.

The title should be centered, CAPITALIZED, and brief — preferably no more than ten words. Please avoid the use of scientific (latin) names in the title.

Author and organization should be flush left, separated with commas, and a new line for each author. Authors should include first name, middle initial, and last name. If needed, a second line should be indented five spaces. Include the postal code in the author's address.

## HEADINGS AND ORGANIZATION

### Headings

Headings other than the title are appropriate whenever length of the text exceeds three double-spaced pages or whenever the text conveys two or more major ideas. Three levels of headings should be sufficient. First-level headings include all upper-case letters, are centered, and may include bold face type. Second-level headings are flush left with only the first letter of each word capitalized. The second-level heading may also be in bold face type. Please indent third-level headings at the beginning of paragraph with the first letter of each word capitalized; the heading should be underlined followed by a period and two hyphens. Text follows (run-in heading).

### Organization

Manuscripts dealing with original research are expected to include the following major headings: abstract, introduction, study area when applicable, methods and materials, results and discussion, conclusions, acknowledgements, and literature cited. Authors may combine a description of the study area with the methods and materials. In other articles, authors may follow the introduction with major headings that appropriately address their topic of discussion.

Abstract.—An abstract, located immediately below the author's name, should express precisely the key information presented in the manuscript in a short

paragraph of approximately 250 words and not to exceed 10% of the length of the manuscript. Manuscripts of three or less pages do not require an abstract. Those submitting only abstracts from presentations at annual meetings of co-sponsor organizations should stay within the 250 word limit.

Abstracts may be a brief distillation of the purpose, methods, results, and conclusions. Where appropriate, an abstract should also include scientific and common names of organisms and/or specific drugs and chemical compounds. If only an abstract is submitted, authors should include the location of the work.

Key Words.—Key words immediately follow the abstract. Please include 4-10 words that signify what is most important about the paper and are useful in indexing. The phrase "Key words" should be underlined and followed by a colon.

Major Sections.—The introduction immediately follows the key words and concisely states the problem or opportunity, goals or purpose, scope, sources of relevant information, and the project's relation to previous or concurrent work. The purpose addresses why the work was undertaken, and the scope identifies when, where, and under what conditions. Identification of the sponsoring agency or organization also may be included in the introduction. A statement of expected applicability or benefits completes the introduction.

Authors should use past tense to present study area description, methods and materials, and results. New methodologies should be explained in detail so that they can be replicated; authors should cite previously published methods without a detailed description. For clarity, a description of analytical procedures should follow a description of procedures used in data collection. The pattern of the results and discussion should follow that established in the methods and materials.

## STYLE

Editorial style, including punctuation, generally follows Freeman and Bacon (1990). Authors submitting manuscripts dealing with the biological sciences may wish to consult the Council of Biology Editors' style manual (CBE Style Man. Comm. 1983).

We encourage authors to use a scientific/technical style in manuscript preparation. This often includes use of technical terms, phrases, and jargon (common terms used in an uncommon way). Authors should use these terms in a manner that is understood by their targeted readership. To communicate with a broad, interdisciplinary audience for example, authors should provide an informal definition when technical terms, phrases, or jargon are first used. This example should similarly apply to terms in which the context is limited to a single agency or small working group.

Remember that poor writing often contributes to unfavorable reviews and lengthy delays in publication of otherwise well-conceived manuscripts. Avoid sentences that are long and clumsy with pompous and abstract phrases (e.g., use "trees" instead of "residual timber resources" if they imply the same meaning). Use concise, direct sentences when practical using pronouns and active verbs (e.g., "We concluded..." ) rather than false subjects and passive verbs (e.g., "It was concluded...").

Well-conceived illustrations provide a powerful medium for communicating scientific results. The text should summarize and support the data in tables and figures and not repeat it.

### Numbers and Measurements

Numbers are spelled out when they begin a sentence or are less than 10 and not accompanied by a unit of measurement. The numerical form is always used

for dates, expressions of time, page numbers, decimals, numerical designations, ratios, and for numbers greater than and including 10. For a very large, rounded number (e.g., 1 million), use a combination of numbers and letters. Always use numbers when expressing decimals or percentages. Spell out "percent" when used in text but use the symbol (%) when used in chemical formulas, tables, figures, or in parentheses. For IJS articles, dates should be written day-month-year without punctuation (e.g., 15 June 1995). Use the 24-hour system to express time (0001-2400 hours).

Use metric units of measurement. This system is preferred among the sciences and many areas of engineering. Although not required, authors may provide English equivalents. For example, "The study area encompassed 40 ha (100 ac)." Units should be abbreviated when following a number. Do not follow an abbreviated unit of measure with a period.

#### **Mathematical and Statistical Terms**

Underline Roman letters used to symbolize quantities (e.g., n, L, x and P). Do not underline Greek letters or trigonometric functions. Displayed expressions (e.g., formulas) are separated from the text — centered with two spaces above and below.

#### **CITING LITERATURE**

References should be mentioned in the text in a manner such as Seward and Davis (1990), or embedded in text (Daubenmire 1968, Hess 1986, Lyon and Canfield 1991). When listed in sequence within text, authors should be listed in order of year of publication. In the Literature Cited section, all references should be listed in alphabetical order by the first author's last name. If citing the same author for more than one reference, cite in order of publication year. If co-authors differ among several citations of the same senior author, list those references with the

second author's last name in alphabetical order. Use capital and lowercase letters for author's last names, initials for given names. Please refer to the following examples.

**Conference Proceedings With a Volume No.**

Hess, L. L. 1986. Use of electronic spreadsheets in mathematics. Proc. Mont. Acad. Sci. 46:101-108.

**Book**

Daubenmire, R. 1968. Plant communities: a textbook of plant synecology. Harper & Row, New York, NY. 300 pp.

**Symposia Proceedings Article**

Lyon, L. J., and J. E. Canfield. 1991. Habitat selections by Rocky Mountain elk under hunting season stress. Pp. 99-105 in A. G. Christensen, L. J. Lyon, and T. N. Lonner, comps., Proc. of elk vulnerability - a symposium. Montana State University, Bozeman.

**Refereed Journal Article**

Seward, W. P., and L. E. Davis. 1990. Cambrian and upper Devonian carbonate lithologies of the Whitefish-MacDonald Range, northwest Montana and southeast British Columbia, a preliminary report. NW Sci. 64:208-218.

**FOOTNOTES AND APPENDICES**

Footnotes, other than those in tables, are used in IJS for two purposes: 1) to denote a change in an author's address, agency affiliation, or deceased author; and 2) to denote that the article is the published manuscript of a presentation given at an annual meeting of one of the co-publishers. These footnotes appear at the bottom of the title page and should be numbered consecutively.

We discourage the use of appendices, but if essential to the paper they should be labeled Appendix A, Appendix B, etc. Appendices usually contain background information, tables of detailed results, and lengthy analyses. They are

appropriate if a knowledgeable reader would need the information to interpret the conclusions.

## TABLES AND VISUAL AIDS

### Tables

Each table must be mentioned in the text and numbered consecutively with Arabic numerals. When embedded in text of a sentence or embedded in parentheses, "Table 1" is written out. Tabular material should stand alone and not be repeated within the text. Footnotes to tables start with "1" for each table and are separate from text footnotes.

Do not insert tables within the text of the manuscript. Rather, arrange them consecutively at the end of the manuscript with no more than one table per page. All tables should be double-spaced and in appropriate table format that includes table number and caption, column headings (boxhead), body, and footnotes. A sourceline should follow the footnotes in cases where information is from a source other than the author.

Keep tables as simple as possible with columns of data clearly separated. Do not use vertical lines in tables. Tables may continue beyond a single page, but continuation headings should appear on subsequent pages. We prefer tables to be constructed for column-width printing (67 mm), but we will accommodate those for page-width printing (138 mm).

### Figures

All figures should be mentioned in the text. When embedded in text of a sentence, "Figure 2" is written out. If enclosed in parentheses, reference to the figure is abbreviated (Fig. 2).

Line drawings and photos can be of any reasonable size. Make sure the lines are heavy enough and the lettering and numbers large enough to permit

reduction for publication. Photos should be black and white glossy prints.

Do not insert figures into the text or put a caption on the figure. Arrange them consecutively following tables with no more than one figure per page. Type captions in order on a separate sheet of paper. They should be protected from bending during mailing. All line drawings and photos should be marked lightly on the back: 1) figure number, 2) author name, and 3) first few words of title.

#### ACKNOWLEDGEMENT

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#### LITERATURE CITED

- CBE Style Manual Committee. 1983. CBE style manual. Fifth Ed. Council of Biology Editors, Bethesda, MD. 324 pp.
- Freeman, L. H., and T. R. Bacon. 1990. Shipley Associates style guide. Rev. ed., Shipley and Associates, Bountiful UT.
- Ratti, J. T., and L. W. Ratti. 1988. Manuscript guidelines for The Journal of Wildlife Management. *J. Wildl. Manage.* 52(1, Suppl.) 34 pp.