

GUIDELINES FOR MANUSCRIPTS SUBMITTED TO THE INTERMOUNTAIN JOURNAL OF SCIENCES

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ABSTRACT

The staff and editorial board of the *Intermountain Journal of Sciences (IJS)* provide 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.

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

INTRODUCTION

The *Intermountain Journal of Sciences* and its sponsoring organizations¹ 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 and serves as an update to the style guidelines for *IJS* published earlier (Dusek 1995).

The general format of articles appearing in *IJS* has been approved by the editorial board. Organization may vary to accommodate content of the article; e.g., research, application, and opinion. This update also includes changes adopted by the editorial board in December 2000 that became effective with Volume 7 (2001).

The editorial board and staff intend these guidelines to provide authors with timely review and publication of their manuscripts. Manuscripts that deviate significantly from the approved style and format will be returned to the author(s) for corrections prior to being sent out for peer review.

POLICY

Scope

IJS and its sponsoring organizations offer an opportunity to publish papers presented at annual meetings of the respective organizations and have replaced printed proceedings through publication of *IJS*. Although manuscripts from papers presented at these meetings would receive publication priority if space were limited, the editorial board also encourages nonmembers to submit manuscripts for consideration in *IJS*.

Review of Manuscripts

The editor-in-chief (EIC) determines acceptability and need for revision based on recommendation of an associate editor. Associate editors and referees are selected on the basis of their expertise and knowledge of the specific subject area. Associate editors judge each manuscript on originality, technical accuracy, interpretation, and contribution to the scientific literature. Previously published material will not be accepted for publication in *IJS*.

PAGE CHARGES AND COPYRIGHTS

The editorial board approves page charges, which cover the cost of publication, and are adjusted as the cost of layout and printing change. Page charges for published manuscripts are currently \$60/printed page and are assessed upon acceptance of

¹Sponsoring organizations include the Montana Academy of Sciences and Montana Chapters of the American Fisheries Society and the Wildlife Society.

manuscripts for publication. Page charges to sponsoring organizations for printing abstracts from annual meetings are currently \$40/printed page. Costs associated with significant alteration to page proofs, except for errors in the layout, 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 2½ pages of double-spaced manuscript.

SUBMISSION

Submit four good-quality copies of the manuscript along with a letter of transmittal to the EIC. The current EIC's name should appear on the inside of the front cover in the most recent issue of *IJS*. Unless instructed to do otherwise, paper copies of manuscripts should be submitted to the *IJS* mailing address: P.O. Box 3014, Bozeman, MT 59772. With prior approval digital copies of the manuscript and letter of transmittal may be submitted to the EIC. Following the initial review by referees and associate editor, please submit revised manuscripts in digital format. A digital version of the manuscript will increase accuracy and speed of final publication. Digital copies should be in a recent version of MS Word.

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, Title Format, 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 (hanging indentation). Include the postal code in the author's address. The authors' address should reflect their affiliation at the time the work was done; if the address has changed by the time of publication, the current address should appear in a footnote on the title page (page 1).

HEADINGS AND ORGANIZATION

Headings

Headings other than the title are appropriate whenever length of the manuscript 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 flush left, 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 the *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, discussion,

and conclusions, acknowledgments, 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.

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 percent 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 bold, italicized, 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 Manual 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 discipline, 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

Italicize Roman letters used to symbolize quantities (e.g., *n*, *t*, *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.

LITERATURE CITED

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 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. Proceedings of the Montana Academy of Sciences 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, compilers., Proceedings 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. Northwest Science. 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 allow use of appendices 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, GRAPHS AND IMAGES

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 and preferably 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. Use tabs not spaces in setting up your columns. 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) and if the table is larger than page width, we may have to landscape it in the publication.

Table 5. Temporal Distribution of the *S. arcticum* IIL-10 Cytospecies at Upper Spring Creek, Fergus County, Montana.

Date	Females		Males	
	X ₀	X ₀	X ₀	Y ₁₀
1/22/05	4		11	
1/26/03	11		25	
2/7/04	3		2	
2/17/02	3		1	
2/27/04	12		8	
3/25/06	5		10	
4/24/04	37		25	
5/21/05	8		1	
7/16/05	1		6	
10/5/03	9		3	
Total	102		92	

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, abbreviate reference to the figure (Fig. 2). Line drawings and photos can be submitted of any reasonable size.

Table 1. The 24-hr and 96-hr LC50 values (\pm 95% CI) for Columbia spotted frogs, long-toed salamanders and tailed frogs exposed to Fintrol and Prenfish.

species	life stage	Fintrol ($\mu\text{g/L}$)		Prenfish (mg/L)	
		24 hr	96 hr	24 hr	96 hr
Columbia spotted frog	Adult	>250 a (---)	192 (141-313)	41.5 (33.9-50.9)	9.65 (7.8-12.0)
Long toed salamander	Adult	---	b	8.0 (6.6-9.8)	3.5 (0.8-4.9)
	Larvae	225 (150-300)	81.7 (66.8-99.1)	<0.23 c (---)	<0.23 d (---)
Tailed frog	Larvae	77.6 (66.3-90.7)	13.7 (11.1-16.7)	0.037 (0.030-0.047)	0.009 (0.007-0.012)

a – no effect at greatest exposure (250) within 24 hr

b – exposed to 7.5 $\mu\text{g/L}$ for 96 hr with no mortality

c – lowest level (0.23) caused 70 percent mortality at 24 hr

d – lowest level caused 100 percent mortality at 72 hr

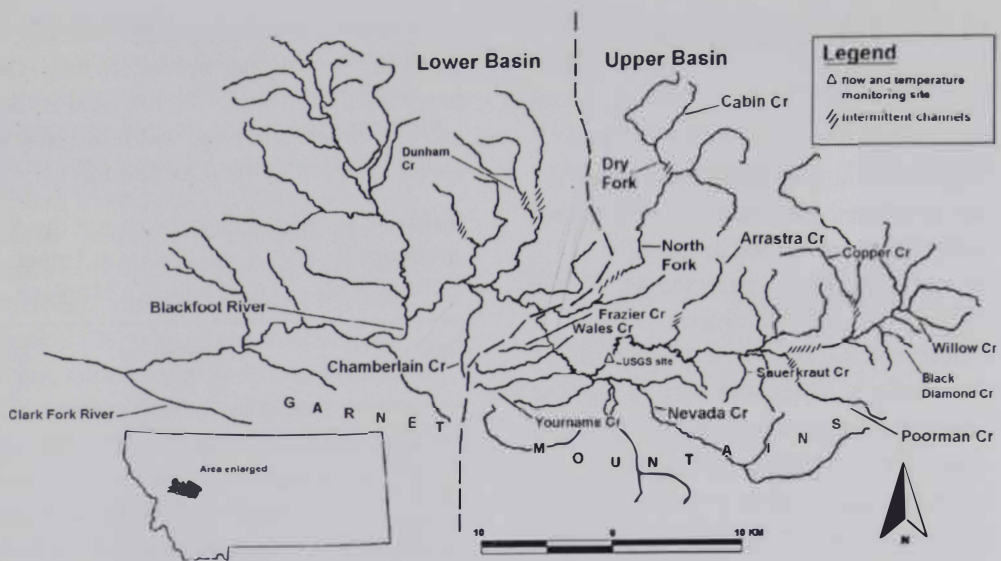


Figure 1. Study area: upper Blackfoot River basin with water temperature and flow monitoring station and intermittent stream channels

The final size will be determined by page width (133.25 mm or 5.25 in.) and only if necessary landscape. Make sure all lines within a figure, as well as the axis lines, are heavy enough and the lettering and numbers large enough to permit reduction for publication. Your figure will be reduced to either single column width (63.5 mm or 2.5 in.) or double column width (133.25 mm or 5.25 in.) We prefer black and white photos and figures be used although color may be used if authors are willing to pay the extra cost for color printing. 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 page. Line drawings and photos should be marked lightly on the back: 1) figure number, 2) author name, and 3) first few words of title.

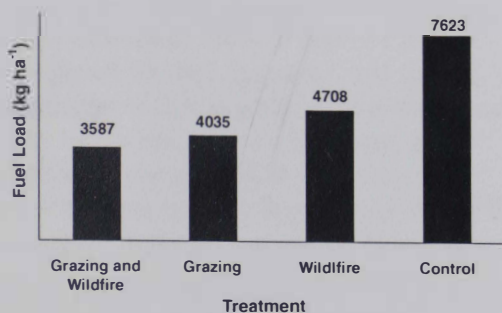


Fig. 2. Mean fuel load (kg ha⁻¹) by treatment type. Fuel load estimations are from field observations.

All figures should be submitted in digital format as high resolution files (300 dpi). Please save the figures separately and do not insert them into the word document. We can accept high resolution jpg, tif, eps and pdf files. If you cannot provide these types of files please contact us to make other arrangements.

ACKNOWLEDGMENT

I extend special thanks to J. P. Weigand for his contributions to development of *IJS* style guidelines. I also appreciate the encouragement, support, and helpful comments of R. J. Douglass, T. N. Lonner, and A. V. Zale. Funding for this project was provided by *IJS*.

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.