

INSTRUCTIONS TO AUTHORS

(revised October 2001)

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. Papers that have been presented at an Academy meeting may be given preference for publication. 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. Submit three copies of the manuscript. Figures in manuscripts for review may be submitted as photocopies, and they should be approximately the size that they will be printed in the *Proceedings*.

After the manuscript has been accepted, the author will be asked to submit the manuscript as a paper copy and on a computer disc in a widely-used word processing program. Indicate clearly on the computer disc the **word processing program** and the **type of computer** (Mac or PC).

Galley proofs will be sent to the primary author for approval and correction.

Style.—Do not use right or full justification. Also, use a non-proportional font (e.g. Courier, but not Times Roman).

Title page.—The title page should include (1) the title in capital letters, (2) each author's name and address, (3) the running head (see below), and (4) the complete name, address, and telephone number of the author with whom proofs and correspondence should be exchanged, a FAX number and electronic mail address if available.

Abstract.—All manuscripts have an abstract, which should summarize the significant facts in the manuscript. The "ABSTRACT" heading in capital letters should be placed at the beginning of the first paragraph set off by a period. Use complete sentences, and limit the abstract to one paragraph and 250 words.

Keywords.—Give 3–5 appropriate keywords following the abstract.

Text.—Double-space text, tables, legends, etc. throughout. Three categories of headings are used. The first category (METHODS, RESULTS, etc.) is typed in capitals, centered, and on a separate line. 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 followed by a colon. (The paragraph below is an example.) Use only the metric system unless quoting text or referencing collection data.

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).

Literature cited section.—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.

Walter, J. & B. Hallet. 1979. Geometry of former subglacial water channels and cavities. *Journal of Glaciology* 23:335–346.

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.

Footnotes.—Footnotes are permitted only on the first printed page to indicate current address or other information concerning the author. These are placed together on a separate page at the end of the manuscript. Tables and figures may not have footnotes.

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 of the title page.

Tables.—These should be typed 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 or shading. Include all pertinent information in the table legend (no footnotes).

Illustrations.—All art work must be camera-ready (mounted and labeled) for reproduction. Figures should be arranged so that they fit (vertically and horizontally) 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 Fig. 1, Fig. 2, etc.) rather than given letter (A, B, etc.) designations. The name(s) of author(s), and an indication of top edge, and whether the illustration should be one or two columns wide, should be written on the back of the illustration. The overall dimensions should be no more than 11 inches (28 cm) × 14 inches (36 cm). Larger drawings present greater difficulty in shipping and greater risk of damage for which the *Proceedings* assumes no responsibility. In manuscripts for review, photocopies are acceptable, and should be reduced to the exact measurements that the author prefers in the final publication. Make notations in the text margins to indicate the preferred position of illustrations in the printed text. 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* male. Scale = 1.0 mm.

Page charges and reprints.—Page charges are currently \$10 per journal page for members of the Academy and \$70 per page for non-members. 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 from the Allen Press and should be ordered (with payment) when the author receives the proof pages. Allen Press will not accept reprint orders after the paper is published.

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