



## Information for Contributors

Source: Journal of Mammalogy, 95(1) : 197-200

Published By: American Society of Mammalogists

URL: <https://doi.org/10.1644/1545-1542-95.1.197>

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This document is divided into 3 parts:

- 1) PREPARATION OF MANUSCRIPTS—how to set your manuscript in the proper *JM* format.
- 2) COMMON PROBLEMS WITH MANUSCRIPTS—common mistakes that delay the handling of manuscripts. Double-check before submitting.
- 3) ONLINE SUBMISSION INSTRUCTIONS—how to submit your manuscript via AllenTrack.

### 1. PREPARATION OF MANUSCRIPTS

Your manuscript should include the following parts, in this order:

#### 1. Title Page

- Contact information of the author to whom correspondence and proofs should be sent in the upper left corner (single-spaced)
- Running Heading (a short identification, not a title,  $\leq 40$  characters including spaces; use normal font)
- Title (**Bold**, left-justified text; capitalize only the first word and formal names, taxa, geographic locations, etc; restrict to  $\leq 15$  words)
- Names of authors (Use upper and lower case (NOT ALL CAPS or SMALL CAPS), left-justified text, with asterisk to identify corresponding author)
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- Abstract, no longer than 5% of the length of the text (Introduction through Discussion; multiply number of lines of text by .05 to find correct length for Abstract ... longer abstracts will be sent back for shortening) summarizing key findings ... note: there is NO heading for “ABSTRACT”
- Key words,  $\leq 10$  words, alphabetized and separated by commas
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#### 2. Test of manuscript

- Introduction ... note: NO heading for “INTRODUCTION”

- Materials and Methods
  - Results
  - Discussion ... note: NO “Summary” or “Conclusion” sections, include relevant syntheses in the Discussion
3. Acknowledgments (note spelling)
  4. A summary in another language, usually a translation of the abstract, may be included at end of text if appropriate. Translations of abstracts in Spanish or Portuguese are REQUIRED for all studies conducted in Latin America.
  5. Literature Cited; references listed in alphabetical order by author surname; put authors’ names in SMALL CAPS.
  6. Figure legends, on a separate page following Literature Cited.
  7. Appendix, if necessary.
  8. Tables. Each table (.XLS, .XLSX, .DOC, or .DOCX format) should be on a separate page WITH the table legend. Tables, can be included in the “article file.”
  9. Figures. Figures should be submitted as SEPARATE FILES in .TIF, .EPS, .PDF, .JPG, .PPT, or .PPTX formats.
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    - Supplemental files will be posted online-only and provides information that adds depth to a manuscript but is not essential to a reader’s understanding of the research (e.g., spreadsheets, databases, equations, video or audio files, tables and/or figures).
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    - An e-only supplemental file should be referenced in your manuscript, e.g., see Supplement 1 (or Video 1, Appendix I, etc.) available online.
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    - Following are guidelines for supplemental files:
      - Submit text files in Times New Roman 12 pt. font with one inch margins.
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      - A video file must be less than 10 MB.
    - If an author submits a video file, the author is encouraged to submit a still shot from the video (JPG, TIF or EPS) to use for a thumbnail that can be placed in the article.

All parts of the manuscript, including Literature Cited, should be written in English and **follow the style and format of papers in the most recent issues of the *Journal of Mammalogy***. The Journal standard for style is the CSE style manual (Scientific Style and Format—The CSE Manual for Authors, Editors, and Publishers. 7th ed. Council of Science Editors, The Rockefeller University Press.)

ALL written and tabular material must be double-spaced (3 lines/2.5 cm) and in 12-point Times New Roman font. Text pages should be numbered, and normal text (not headings) should be left-justified. In general, 2 levels of organization are used: primary headings (centered and in uppercase) and secondary headings (indented at beginning of paragraph, italicized, and followed by period and a long dash). Italicized scientific names (genus and species) of all organisms other than domesticated animals should be given with the common name at first use, in the abstract and the body of paper. Use Arabic for all numbers, even those <10.

In Materials and Methods, include a statement indicating whether research on live animals followed ASM guidelines (SIKES ET AL. 2011. *Journal of Mammalogy* 92:235–253, <http://asmjournals.org/doi/pdf/10.1644/10-MAMM-F-355.1>) and was approved by an institutional animal care and use committee. All DNA sequences must be submitted to GenBank, and accession numbers provided in the manuscript before publication. Museum catalogue numbers for all voucher specimens (including associated tissue) examined must be included in the manuscript (in an Appendix if numerous). Consult recent issues of the *Journal of Mammalogy* for examples.

Tables should conform to *JM* format: horizontal lines across the top beneath the legend, bottom, and underneath column headings. Do NOT use vertical lines to separate columns, add extra horizontal lines to separate parts of the table, or use grid cells. Tables need to be formatted as text for publication, thus do not submit them as pdfs.

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Below are the formats of common types of references listed in the Literature Cited. See a recent issue of the *Journal* for other examples. Note: Please do not format the small caps in the manuscript. That will be done by the typesetter.

#### a. Journal Articles

HARRIS, S., W. J. CRESSWELL, P. G. FORDE, W. J. TREWHELLA, T. WOOLLARD, AND S. WRAY. 1990. Home-range analysis using radio-tracking data—a review of problems and techniques particularly as applied to the study of mammals. *Mammal Review* 20:97–123.

NEVO, E., V. SIMONSEN, AND A. R. TEMPLETON. In press. Starch gel electrophoresis of enzymes—a compilation of recipes. *Biochemical Genetics*.

#### b. Books

HALL, E. R. 1981. The mammals of North America. 2nd ed. John Wiley & Sons, Inc., New York 1:1–600 + 90. [OR ... 2:601–1181 + 90.]

NEAL, E. G., AND C. CHEESEMAN. 1996. Badgers. Poyser Natural History, London, United Kingdom.

#### c. Chapter in Edited Books

PATTON, J. L., ET AL. 1977. Optimal habitat selection in two-species competitive systems. Pp. 282–293 in Population ecology (U. Halbach and J. Jacobs, eds.). Gustav Fischer Verlag, Stuttgart, West Germany.

#### d. Technical Reports

ZIELINKSI, W. J. 1995. Track plates. Pp. 67–89 in American marten, fisher, lynx, and wolverine: survey methods for their detection (W. J. Zielinski and T. E. Kucera, eds.). United States Department of Agriculture, Forest Service, General Technical Report PSW-GTR-157:1–163.

#### e. Theses or Dissertations

STEWART, P. D. 1997. The social behaviour of the European badger, *Meles meles*. Ph.D. dissertation, University of Oxford, Oxford, United Kingdom.

**Submitted manuscripts or unpublished data cannot be cited in the manuscript or listed in the Literature Cited.**

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#### Title Page—

- Contact information for corresponding author should be complete.
- Only the first letter of major words in the title should be capitalized (not in CAPS).
- Institutional affiliations should be in *italics*.
- Authors' names should not be superscripted; initials should be placed after the author affiliation (in CAPS, italicized, and in parentheses).
- Key words should be listed in alphabetical order.

#### Manuscript Text—

- In-text literature citations in strings should be listed in chronological order by first authors' names, and multiple dates for the same author(s) are separated by commas (e.g., Leslie 1898; Blake 2002; Heske et al. 2004, 2006).

- All text should be left-justified except for section headings, which should follow the guidelines in Preparation of Manuscripts.

#### Materials and Methods and Results—

- Statistical and other quantitative procedures used should be mentioned and/or described and justified (with citations and mention of statistical software used) routinely in Materials and Methods rather than mentioning them for the first time in Results when the outcomes are reported. For example, mention of the use of 2-way ANOVAs to assess the effects of sex and season should be made in Materials and Methods, and only outcomes of those analyses— $F$  (with *df.* as subscripts) and  $P$  values—in the Results.
- All details of statistical outcomes reported should be provided, and **degrees of freedom must be reported as subscripts of test statistics**. For example, for an ANOVA,  $F$ , *df.* (as subscripts of  $F$ ), and the  $P$  value should be reported, not just the  $P$  value or  $F$  and  $P$  value; hence,  $F_{1,11} = 9.85$ ,  $P = 0.009$ . Equivalently for a  $t$ -test,  $t_{11,651} = 0.5$ ,  $P = 0.63$ . Be sure to report both numerator and denominator *df.* (in that order) for  $F$  tests. Abbreviation style for statistics should follow that in a recent issue of JM.

#### Literature Cited—

- Check carefully that all references cited in the manuscript are included in the list of Literature Cited, and that there are no entries in the Literature Cited that are not cited in the text or legends.
- Use “ET AL.” for references with 7 or more authors.
- Spell out the names of journals completely.
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- Pay close attention to providing all the information for references that are chapters in books [e.g., Pp. . . in . . . (D. E. Wilson and D. M. Reeder, eds.)] and for references that are technical reports, symposia papers, etc. Provide city and state or city and country for publishers of books.

#### Tables and Figures—

- For graphics specifications (figure styles, electronic file types, resolution, color mode, fonts, compression, etc.) follow the guidelines from the Allen Press Guide to Digital Art Specifications ([http://allenpress.com/system/files/pdfs/library/apmk\\_digital\\_art.pdf](http://allenpress.com/system/files/pdfs/library/apmk_digital_art.pdf))
- Be sure that ALL tabular material is in Times New Roman 12-point font and is DOUBLE SPACED.
- Be sure that all figures are legible and will be clearly readable when reduced. All type in the figures should be a consistent size. Font sizes should range between 8 points (smallest) and 16 points (largest).

- Ensure that all tables and figures can be understood by reference only to the table or figure legend. Note that many readers will be attracted to your manuscript after a quick review of figures and tables. Use these both to summarize relevant information and to attract readers.
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- Color should be in CMYK mode. RGB files are accepted but will be converted to CMYK and may undergo color shifts.
- TIFF or EPS formats are preferred, or send native files for other common programs (e.g. Acrobat, Illustrator, Photoshop, Powerpoint, Corel Draw, and others).

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- Tables in .XLS, .XLSX, .DOC, or .DOCX formats (.xls, .xlsx, .doc, or .docx)
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