

How to prepare a manuscript for *BioScience*

Manuscripts submitted must follow the format specified here.

THE *BIOSCIENCE* STAFF

The editors of *BioScience* welcome original manuscripts written for a broad audience of professional biologists, biology teachers, advanced students, and policymakers. Overview articles summarize recent advances in important areas of biological research. Roundtable articles bring together the views of different authors on issues important to biologists. The Education department contains essays on the teaching of biology to students and to the general public. Professional Biologist discusses issues in the practice of biological professions. Thinking of Biology consists of essays on the philosophy of biology, and Biology in History articles address the history of biological thought. Biologist's Toolbox articles discuss technology's contribution to the practice of biology. Forum essays address topical issues.

Articles in the preceding categories, whether invited or independently submitted, undergo peer review of content and writing style. *BioScience* also publishes some nontechnical material that is generally not subject to peer review. In this category are letters pertaining to previously published material; Features, which are stories of general interest to scientists; Editorials, which are short opinion pieces; Viewpoints, which are longer opinion pieces; book reviews and special book articles; and occasional Special Reports.

The editors reserve the right to edit all manuscripts for style and clarity. Contributions are accepted for review and publication on the condition that they are submitted solely to *BioScience* and will not be reprinted or translated without the publisher's permission.

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Overview articles

Overview articles review significant scientific findings in an area of interest to a broad range of biologists. Twenty-first Century Directions in Biology articles are overviews that discuss molecular methods. Articles for Field Stations address the contributions of biological field stations and marine laboratories. Overview articles should include background information for biologists in a variety of fields, and they should be free of jargon. Articles must be no longer than 20 double-spaced pages (6500 words, excluding figures, tables, and references). No more than 60 references should be cited. Please include an abstract of up to 150 words and list up to five keywords.

BioScience occasionally publishes special sections, which are compilations of overview articles on particular topics. Like other *BioScience* overview articles, they undergo peer review. Special sections are organized by a coordinator who helps maintain a timely production schedule and ensures the pertinence and coherence of the whole. If you wish to coordinate a special section, write the editor in chief at bioscience@aibs.org.

Department articles

Editorials may cover any topic of interest to biologists, from science policy to technical controversy. Editorials should not exceed 500 words and may not have references or footnotes. The word limit for Viewpoint manuscripts is 1400; please keep references cited to a minimum. Viewpoints generally have a single author.

Manuscripts for Roundtable, Forum, Education, Professional Biologist, Thinking of Biology, Biology in History, Biologist's Toolbox, and special book articles should not exceed 15 double-spaced pages (4500 words, excluding figures, tables, and references) and should cite no more than 40 references. Please submit an abstract of up to 150 words and list up to five keywords. Department articles may include a few photographs, drawings, figures, or tables. Roundtables may be multiauthored or may comprise two or more articles espousing different points of view on a subject.

Book reviews and Features are generally solicited. Send queries regarding ideas for feature stories to the features editor (features@aibs.org).

Manuscript preparation

Submission. Submit all manuscripts that are subject to peer review through Cadmus Rapid Review. To submit a manuscript through Rapid Review, authors should go to www.rapidreview.com/AIBS2/CALogon.jsp and create an account. Authors must obtain written permission to use in their articles any personal communication and any material—text, data, art, tables, or figures—copyrighted by another author or publisher; be sure that credit to the source is complete. Send these letters of permission electronically when you submit your manuscript; mail them to the publications assistant, *BioScience*, 1444 I Street, NW, Suite 200, Washington, DC 20005; or send them by fax (202-628-1509). Provide with your submission the names of colleagues who have reviewed your paper, plus the names, addresses (postal and e-mail), and telephone numbers of four potential referees from outside your institution. Viewpoints, Editorials, letters to the editor, and book reviews may be submitted by e-mail to bioscience@aibs.org.

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Correspondence: Direct all correspondence to *BioScience*, American Institute of Biological Sciences, 1444 I Street, NW, Suite 200, Washington, DC 20005. Telephone: 202-628-1500; fax: 202-628-1509; e-mail: bioscience@aibs.org.

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Document format. Use double-spacing and 12-point font throughout all text, tables, references, and figure captions. Number all pages. Avoid the use of footnotes in the text. Put tables and figure captions at the end of the document. The title page should contain authors' names, titles, affiliations, and postal and e-mail addresses.

Style. Follow *Scientific Style and Format* (CBE 1994) for conventions in biology. For general style and spelling, consult the *Chicago Manual of Style* (Chicago 2003) and a dictionary such as *Merriam-Webster's Collegiate Dictionary* (Mish et al. 2003). Also refer to "A Guide to *BioScience* Style" at www.aibs.org/bioscience/resources/BioScience_Style_Guide.pdf.

Symbols, acronyms, and units of measure. Define all symbols and spell out all acronyms and units of measure the first time they are used; abbreviate them thereafter. Use the metric system, SI units (*Système international d'unités*), to express weights and measures.

Tables and figures. *BioScience* style is to capitalize only the first word in figure and table titles (and subheads), except for proper nouns. Use lowercase letters to indicate footnotes in tables and panels in figures. Put panel labels in the upper left corner of figures, if feasible. Construct tables without vertical rules. For more general guidelines on the construction of tables, see chapter 13 in *Chicago* (2003).

Artwork should suit the manner in which it will be published—do not, for example, use colored bars or lines in a graph that will be published in black and white. Artwork submitted for publication should be of the highest quality, preferably slides or prints or, if electronic, with a minimum resolution of 600 dpi for black-and-white line art and 400 dpi for color at 4 by 6 inches for figures intended to run within the article, and the same resolution at 8 by 11 inches for figures intended for the cover. Images for the cover of *BioScience* should have a vertical orientation. Please supply electronic figures in .tif or .eps format only; .jpg and PowerPoint files will not be accepted. We will return slides or prints to the corresponding author.

References cited. The number of references cited should comply with the limits specified above. Personal communications should be cited parenthetically in the text; the citation should include the source's name and affiliation and the date of the communication: (Henry J. Smith, [university or other affiliation, city, state],

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- Journal article: Bryant PJ, Simpson P. 1984. Intrinsic and extrinsic control of growth in developing organs. *Quarterly Review of Biology* 59: 387–415.
- Book: Ling GN. 1984. *In Search of the Physical Basis of Life*. Plenum Press.
- Chapter in a book: Southwood TRE. 1981. Bionomic strategies and population parameters. Pages 30–52 in May RM, ed. *Theoretical Ecology*. Sinauer.
- Technical report: Lassister RR, Cooley JL. 1985. Prediction of Ecological Effects of Toxic Chemicals, Overall Strategy and Theoretical Basis for the Ecosystem Model. Government Printing Office. Report no. 83-261-685.
- Meeting paper: Kleiman RLP, Hedin RS, Edenbom HM. 1991. Biological treatment of minewater—an overview. Paper presented at the Second International Conference on Abatement of Acid Drainage; 16–18 September 1991, Montreal, Canada.
- Online article: Palevitz BA. 2002. Designing science by politics. *The Scientist* 16 (11): 25. (1 April 2003; www.the-scientist.com/yr2002/may/palevitz_p25_020527.html)

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References cited

- [CBE] CBE Style Manual Committee. 1994. *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*. 6th ed. Cambridge University Press.
- [Chicago] University of Chicago Press. 2003. *The Chicago Manual of Style*. 15th ed. University of Chicago Press.
- Mish FC, et al., eds. 2003. *Merriam-Webster's Collegiate Dictionary*. 11th ed. Merriam-Webster.