



MUSEUM OF TEXAS TECH UNIVERSITY

Operating Procedure

M/OP 11.1–P.2: Guidelines and Procedures for Authors of *Occasional Papers of the Museum* and *Special Publications of the Museum* (In support of M/OP 11.1: Museum Publications)

Last Revised: March 2016

PROCEDURES

Manuscripts submitted to the *Occasional Papers* series must be organized and formatted for style as described herein. Manuscripts that deviate from these guidelines will not be considered for publication as an *Occasional Paper* and will be returned to the corresponding author for proper formatting. Neither the Series Editor nor the Museum of Texas Tech University is responsible for editing manuscripts for style or organization.

Manuscripts submitted to the *Special Publications* series also should follow the Guidelines described herein. *Special Publications*, however, may be allowed to deviate from these formatting guidelines if deemed appropriate by the Series Editor. Each *Special Publications* submission that deviates from these Guidelines will be evaluated by the Series Editor on a case-by-case basis, in consultation with the Editorial Staff and the first author of the manuscript, to determine if the variation from standard formatting is reasonable and justified.

Other details, including the determination of publication fees and charges, are contained in the Museum Operating Policy 11.1 (Museum Publications). Authors are expected to review that document before submitting manuscripts.

BEST PRACTICES FOR SUBMITTED PUBLICATIONS

As an accredited institution, the Museum of Texas Tech University follows best practices for any submission to the *Occasional Papers* or *Special Publications* series. Authors submitting to these series are required to include with their letter of submission that the following considerations have been met:

1. The author line should contain only individuals who contributed appropriately to the manuscript; no other individuals should be given author status.
2. The title of the publication should reflect the content and be an accurate insight into the manuscript, neither overstating nor understating the significance of the paper.
3. References should be appropriate and inclusive to ensure that proper credit is documented for previous research, ideas, or discoveries.
4. Acknowledgments should include only those individuals who actually contributed to the manuscript and should ensure that individuals who made contributions are acknowledged.

SUBMISSION OF MANUSCRIPTS FOR REVIEW

Manuscripts should be submitted by e-mail, online file-sharing service, or on a CD to the Production Editor, below:

Lisa Bradley
Museum of Texas Tech University
Box 43191
Lubbock TX 79409-3191
lisa.bradley@ttu.edu

See *Acceptable Formats for Electronic Copy* below. Hard copies are not required. The initial submission should include a cover letter, addressed to Series Editor Dr. Robert D. Bradley, that states that the presented material has not been published, submitted, or accepted elsewhere and has been approved by all co-authors, and includes the mailing address, telephone and fax numbers, and e-mail address of the corresponding author. It is the responsibility of the corresponding author to notify the Production Editor of any change in contact information.

Authors should understand that the correct organization and format of a submitted manuscript, as described below, will not be identical to the final, printed form (e.g., text columns, placement of tables and figures, line spacing, font style of headings). Furthermore, previously published materials of the Museum of Texas Tech University do not necessarily reflect current Guidelines. Therefore, it is important that authors carefully follow the instructions herein. Any concerns or questions regarding organization, style, or format should be addressed to the Production Editor.

Acceptable Formats for Electronic Copy—All text documents (body of manuscript and tables) should be Microsoft Word files. Each Table should be a separate document (do not place tables within the body of the manuscript) and should be formatted as a table (not as tab-delineated text). Each Figure should be a separate, single-layered image file (preferably .jpg) at a resolution of at least 300 dpi for photographs and 600 dpi for graphic figures and those containing text. Figures must be submitted as individual image files; do not place figures within the body of the manuscript or at the end of the Word file. A separate Figure Legends document (in a Word file) also must be provided.

LAYOUT AND ORGANIZATION OF THE SUBMITTED DOCUMENT

1. The corresponding author's name and current contact information should be typed, single-spaced, on the top left of page 1. Double-space below this information and throughout the remainder of the document, with the exception of the author(s) addresses on the final page.
2. A running head of < 54 characters should be provided (e.g., RH: Taxonomy of Texas Shrews).
3. The title should be typed in upper and lower case letters and centered.
4. The names of the authors should be typed in upper and lower case letters and centered. The addresses of the authors are not provided here (see #11).
5. "Abstract" should be centered as a primary heading. An abstract is required for all publications, regardless of length. The abstract should be a single paragraph and should be no longer than 5% of the manuscript text.
6. "Key words" should be typed as a new paragraph and indented, followed by a colon and ≤10 key words in alphabetical order (e.g., Key words: *Peromyscus*, population, Texas). Key words are required for all manuscripts.

7. A Spanish abstract (*Resumen*) and Spanish key words (*Palabras claves*) also may be provided, as appropriate.
8. Any supplemental material to be posted online must be made available to the editors during the review process and must be approved by the Series Editor. Approved supplemental material should be referenced in the publication after the Key words and before the Introduction (e.g., “Supplementary material related to this manuscript is available online at [website address].”) It is the responsibility of the author(s) to ensure that the supplemental material remains available at the website URL provided. The Series Editor is not responsible for broken links to material hosted at any site other than the NSRL Publications or Museum Publications websites.
9. The body of the text should begin with a primary heading. All primary headings (e.g., Introduction, Methods, Results) are typed in upper and lower case letters and centered. See STYLE AND FORMAT: HEADINGS for more information.
10. Following the body of the text, "Acknowledgments" should be typed as a primary heading. Acknowledgments should include the full first name, middle initial, and last name of each person acknowledged. The acknowledgments should be a brief statement in a single paragraph that recognizes contributions of others and funding from individuals and agencies.
11. Following the acknowledgments, "Literature Cited" should appear as a primary heading. See STYLE AND FORMAT: LITERATURE CITED for specific formatting rules. Use a hanging paragraph indent of 1.25 cm (0.5 in) for each citation.
12. Following the literature cited, each author's address, including e-mail, should be typed in italics and single-spaced. For example:

Addresses of authors:

Robert D. Bradley
*Department of Biological Sciences and
Natural Science Research Laboratory
Museum of Texas Tech University
Lubbock TX 79409-3131 USA
robert.bradley@ttu.edu*

13. Tables, Figures, Figure Legends, and Appendices should be submitted as separate files and clearly labeled (titled) as such. See STYLE AND FORMAT regarding Tables and Figures.

STYLE AND FORMAT

Language—English only. A Spanish abstract (Resumen) and key words (Palabras clave) should be provided when appropriate to the subject matter.

Margins and Columns

1. Use 2.5 cm margins on all sides.
2. Do not right-justify the manuscript text.
3. Indent paragraphs 1.25 cm (use the Indent function in Word rather than a tab).
4. Use single-column format throughout the body of the text.
5. Do not number the lines of text.

Line spacing—Double-space the entire manuscript (text, literature citations, tables, table headings, and figure legends), with the exception of the authors addresses.

Sentence spacing—Insert two spaces between sentences.

Font

1. Use 12-point Times New Roman throughout.
2. Do not use special font styles anywhere in the text (i.e., do not use ALL CAPITAL LETTERS, SMALL CAPITAL LETTERS, **boldface** print, or underlined print). Exceptions: country names are in ALL CAPS in Specimens Examined accounts, and orders are in ALL CAPS in Species Accounts.
3. Use *italics* for:
 - a. scientific names of species
 - b. statistical parameters (e.g., $n = 56$, $P < 0.005$, $F_{1,42} = 3.91$, $3.4 \pm 1.2 SE$)
 - c. secondary or tertiary headings (see "*Headings*" below)
 - d. book and journal titles referenced in text
 - e. addresses of authors

Headings

1. All manuscripts must include primary headings. Primary headings should be formatted in plain text, upper and lower case, and centered. Typical primary headings are Abstract, Introduction, Methods, Results, Discussion, Acknowledgments, Literature Cited, and Appendix (if applicable). For faunal checklists, a Species Accounts heading may be used (placed after Results and before Discussion). If the manuscript is a review or a development of ideas independent of research, primary headings that best describe the divisions of the paper are appropriate. Even in these cases, Abstract, Introduction, Acknowledgments, and Literature Cited are expected.
2. Most manuscripts will require only two levels of headings, and will move from the primary to tertiary heading styles explained below. Secondary headings are used only if there are three levels of heading needed for clarification.
3. In the rare case of three levels of head, the secondary heading is in plain text, left justified, upper and lower case, and double-spaced below.
4. Tertiary headings are indented and italicized, followed by a period and an em dash (e.g., *Species Diversity*.—). The text runs in after the dash. This heading style becomes secondary if there are only two levels of head.

Scientific and Common Names

1. Scientific names (genus and species) of all organisms other than domesticated animals must be italicized and written in full at their first use and at the beginning of paragraphs. Abbreviations of the generic name may be used after their first use and at the beginning of sentences within a paragraph.
2. Follow the taxonomy of Wilson and Reeder (*Mammal Species of the World*, 3rd edition, 2005). Variations from the taxonomy of Wilson and Reeder (2005) should be justified in the text.
3. Use of "sp." or "spp." following a genus is not required.
4. Common names (following Wilson and Reeder [2005], unless justified to Series Editor) may be used throughout the manuscript after each has been linked to a scientific name.

5. Common names in the text should be capitalized (e.g., White-tailed Deer). Common names in Literature Citations should be formatted (capitalized or lower case) as it appears in the title of the publication being cited.
6. For manuscripts describing a new species, the name of the new species should not be used in the title or running head. A new species name may be used in the Abstract, Key words, Tables, Figures, or elsewhere in the text, but must be designated as species novum or new species (e.g., *Peromyscus schmidlyi* sp. nov. or *Peromyscus schmidlyi* n. sp.) prior to the Description section of the manuscript. The same rule applies to the naming of any new taxon (e.g., genus, tribe).

Species Accounts and Specimens Examined

1. The format for Species Accounts and Specimens Examined may vary slightly, depending on the content and scope of the manuscript. An example of a Species Account, including Specimens Examined, is shown below. Any questions regarding the formatting of such material will be handled by the Production Editor or Series Editor on an individual basis.
2. Higher taxonomic designations (Order, Family) should be provided if accounts describe species from more than one Order or Family.

<<EXAMPLE>>

ORDER INSECTIVORA

Family Soricidae

Blarina carolinensis (Bachman 1937)

Southern Short-tailed Shrew

Four specimens were collected from(text continues, double-spaced, in paragraph form).

Specimens examined (total number).—COUNTRY: State; County, specific locality data including UTM coordinates or latitude and longitude (museum acronym and catalog number for each specimen).

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3. A museum voucher number is expected for each specimen examined. Museum acronyms should be defined in the text. Special identifying numbers (e.g., TK) are permitted but must be defined. GenBank numbers should be included if appropriate.
 4. For manuscripts that do not include Species Accounts, Specimens Examined should occur at the end of the manuscript text, with Specimens Examined as a primary heading,

or the data may be presented in an Appendix. Where multiple species are addressed, the format is as follows:

Genus species (total number).—COUNTRY: State; County, specific locality data including UTM coordinates or latitude and longitude (museum numbers for each specimen).

Localities

1. Directional locality data (e.g., 10.4 km NW Lubbock, Hwy. 84) are acceptable, but should be accompanied by latitude and longitude (e.g., 33°39'10"N, 101°49'20"W) or UTM coordinates (e.g., UTM 13-530331N-3319998E).
2. Please note: the submission of directional locality data without latitude and longitude coordinates or UTM coordinates is strongly discouraged, and the acceptance of such will be at the discretion of the Series Editor.
3. Use the metric system for directional locality data (locality data in the U.S./English measurement system must be converted to metric). This applies even if the locality data on the original tag and/or in the museum catalog is given in English units.
4. Use minute and second symbols in locality data (i.e., do not use apostrophe and quote marks).

Numbers, Measurements, and Time

1. Numbers less than 10 should be written out in text, unless they are reporting real measurements or data (e.g., three juveniles; 4 ha). Use numerals for numbers 10 and above, unless they occur at the beginning of a sentence. Ordinals are treated in the same manner (e.g., first month, 16th day); do not superscript ordinals.
2. Use commas in numerals with four or more digits (e.g., 4,660).
3. Use the metric system only for measurements, including locality data.
4. Write dates in sequence from smallest to largest unit (e.g., 20 October 2003).
5. Use the 2400 (military) time system (e.g., 0830 h, 2300 h).

Punctuation and Symbols

1. Do not use hyphens to split words at the end of lines.
2. Compound words used as adjectives are generally hyphenated when they precede the word they modify (e.g., "100-m transect" or "the transect was 100 m long").
3. Use spaces around all operators for equations and statistical expressions (e.g., $n = 72$). No spaces are used between the mathematical symbol and the number if no statistical parameter precedes the number (e.g., "temperatures of $>30^{\circ}$ C).

Abbreviations

1. Abbreviate units of measure, time, and percentages (%) when they follow a number.
2. Examples of common abbreviations: mm = millimeter; cm = centimeter; s = second; min = minute; h = hour; g = gram; kg = kilogram; ha = hectare; ° C = degrees Celsius; pers. comm. = personal communication; Fig. = Figure.
3. Note that there is no period following most abbreviations for measurement and time.
4. Abbreviations or acronyms may be used if defined on first use and used several times in the text [e.g., American Museum of Natural History (AMNH)].

References in Text

1. Order chronologically, then alphabetically; use semicolon separators for references; do not use a comma between author and date for literature citations; use a comma for multiple dates by the same author (e.g., Jones et al. 1990, 1992, 1995; Brant and Jones 1992; Bradley et al. 1995).
2. Use et al. for three or more authors; do not italicize et al. (e.g., Jones et al. 1995).

Authoritative References (proper citation for a scientific name)

1. Insert a comma between the authority name and the date in scientific name citations, e.g., *Eumops hanse* Sanborn, 1932.
2. In general the full scientific name, including authority, should be provided the first time a scientific name is used in the text.
3. If appropriate, include parentheses to indicate revisionary status (e.g., change in generic status). Refer to the International Code for Zoological Nomenclature for proper format.

Literature Cited

1. Type authors' names in upper and lower case letters (not all capitals); insert a space between each initial; insert a comma after the initials of the first author, and a comma and space before the word "and" (e.g., Jones, C., R. D. Bradley, and C. J. Phillips.).
2. Spell out all journal titles, agency or publisher names, university names, cities, states, and countries (except for Washington, D. C. and Mexico, D. F.).
3. In general, avoid the use of abbreviations in Literature Cited. Accepted abbreviations are "M.S." for Master of Science, "M.A." for Master of Arts, "Ph.D." for Doctor of Philosophy, and "ed." for editor.
4. For journal citations, do not insert a comma after the journal name, do not insert a space after the colon that precedes the pages numbers, and do not include the issue number unless issues are paged separately (e.g., *Journal of Mammalogy* 85:404-413).
5. For books in a series or volume, indicate the volume number and total pages (e.g., Simpson, G. G. 1945. The principles of classification and classification of mammals. *Bulletin of the American Museum of Natural History* 85:1-350.)
6. For articles within a book, do not insert a comma after Pp.00-00 and do not italicize "in" (e.g., Sandell, M. 1989. The mating tactics and spacing patterns of solitary carnivores. Pp. 164-182 in *Carnivore behavior, ecology, and evolution* (J. L. Gittleman, ed.). Chapman and Hall, London, United Kingdom.).
7. Do not italicize book or journal titles in Literature Cited (book and journal titles are italicized when referenced in the text).
8. Italicize scientific names in literature citations, unless the format of the publication being cited dictates otherwise (e.g., scientific names in *Mammalian Species* titles were not italicized prior to 2008).
9. Common names in Literature Citations should be formatted (capitalized or lower case) as it appears in the title of the publication being cited.

Tables

1. Each table should be submitted as a separate file. Tables should be created using the "Table" function in Word (i.e., not simply text that is separated by tabs).
2. Double-space tables throughout, including the Table heading. The format of the table heading should be "Table 1. Activity of...".

3. There should be approximately three manuscript pages per table.
4. At the discretion of the Series Editor, excessively lengthy tables may be inserted as an Appendix.
5. Use horizontal lines above and below the table header row, and below the table.
6. Do not use horizontal lines to separate rows of data within a table.
7. Do not use vertical lines or shading in tables.

Figures

1. Figures must be of high quality and resolution (at least 600 dpi for graphic figures and those containing text; 300 dpi or more for photographs). Photos should exhibit strong contrast and sharpness.
2. Each figure must be submitted as a separate file (.jpg preferred; other formats and PDF files are acceptable at the discretion of the Editor). Do not insert figures into the text of the manuscript (i.e., do not embed figures in the Word document).
3. Figures created in PowerPoint must be converted to high-resolution PDF files, as follows: under the Acrobat tab, select Preferences; in the Conversion Settings box select "Press Quality" and click OK, then save the PowerPoint file; convert to PDF by selecting "Save as Adobe PDF." If your version of PowerPoint does not have these features, consult the Production Editor.
4. Figure Legends should be provided in a separate Word document. Figure legends should describe what is in the figure and all abbreviations. The format of the figure heading should be "Figure 1. Activity of...".
5. Photographic figures must include credit to the photographer. If applicable, authors are responsible for obtaining copyright for any images submitted for publication and payment of any fees.
6. Cover art (if applicable) must include a figure legend and the legend should be adequately descriptive for the uninformed to understand the nature of the cover. The legend also must provide credit to the creator of the cover art, regardless of the type (e.g., photograph, illustration, map).
7. In general, there should be no more than one figure per three pages of manuscript.

Common changes marked on manuscripts

1. Compass directions north, south, east, west, and their combinations should be not be used as adjectives. The adjectival forms are northern, southern, etc. For example, use "northwestern Texas" not "northwest Texas."
2. Use a comma after each item in a series, including the word that precedes the "and" before the final item in the series (e.g. "...bats, rodents, and carnivores.").

SUBMISSION OF THE FINAL COPIES

Following the acceptance of a manuscript for publication, all revised, properly formatted files labeled "Final" should be submitted to the Production Editor, via e-mail (preferred), an online file-sharing service, or by mail on a CD. CDs remain the property of the Museum and are not returned to the corresponding author.

PAGE PROOFS

The Production Editor will provide a PDF of the paged manuscript ("page proof") to the Corresponding Author for proofing. The Corresponding Author is responsible for forwarding

the page proofs to all co-authors, soliciting their input, and returning one composite file of all requested changes to the Production Editor. If changes are extensive, the Production Editor will provide a second PDF proof to the Corresponding Author for approval before sending the final document to press.