

# **GUIDELINES FOR AUTHORS OF *OCCASIONAL PAPERS OF THE MUSEUM* AND *SPECIAL PUBLICATIONS OF THE MUSEUM***

REVISED 6 October 2009

## **POLICY**

The Museum of Texas Tech University provides three outlets for publishing scholarly works: *Occasional Papers of the Museum*, *Special Publications of the Museum*, and *Museology*. *Occasional Papers* and *Special Publications* are produced by the Natural Science Research Laboratory (NSRL) and are edited by Robert Baker, Director of the NSRL. The Policy and Guidelines herein apply to *Occasional Papers* and *Special Publications*.

*Museology* is produced by the Center for Advanced Study of Museum Science and Heritage Management and is edited by Gary Edson, Executive Director of the Museum. Please refer to the website of the Museum, [www.depts.ttu.edu/museumttu/pubs.html](http://www.depts.ttu.edu/museumttu/pubs.html), for more information regarding *Museology*, or contact David Dean, [david.dean@ttu.edu](mailto:david.dean@ttu.edu).

*Occasional Papers* (4-32 printed pages in length) and *Special Publications* (>32 printed pages in length) typically are focused on museum-based natural history research and involve specimens that are archived in accredited museums. Relevant topics include, but are not limited to, taxonomic studies, faunal lists, species descriptions, zoonoses, distributional records, and field and museum techniques and methodology, including molecular methods that are applicable to field or museum research.

Per contracts with libraries, the goal of the Museum is to produce ten or more *Occasional Papers* per year. Due to their length and complexity, *Special Publications* are accepted and printed on a limited basis and must meet higher standards of review. *Occasional Papers* are given priority status for production.

All submitted manuscripts must be the result of original, unpublished research, or a new synthesis of ideas or information. Manuscripts must reflect appropriate subject matter and represent a significant contribution to existing literature. Manuscripts must not be concurrently submitted to other outlets. The Series Editor may return a manuscript without review if the subject matter is judged inappropriate or if there are major flaws in style, format, or content.

Generally, submitted manuscripts are peer-reviewed for scholarly content by at least one outside reviewer in addition to the in-house review process (Series Editor, Associate Editors, and Texas Tech faculty). The Series Editor makes the final decision as to the acceptance (with or without revision) or the rejection of each manuscript.

PDF versions of *Occasional Papers* and *Special Publications* are placed online, on the date of publication or shortly thereafter, at the NSRL publications website: [www.nsrll.ttu.edu/publications](http://www.nsrll.ttu.edu/publications).

## SUBMISSION OF MANUSCRIPTS FOR REVIEW

Manuscripts should be submitted, either by e-mail or on a CD, to the Assistant to the Editor, below.

Lisa Bradley  
Museum of Texas Tech University  
Box 43191  
Lubbock, TX 79409-3191  
[lisa.bradley@ttu.edu](mailto:lisa.bradley@ttu.edu)

See *Acceptable Formats for Electronic Copy* below. Hard copies typically are not required. The initial submission should include a cover letter, addressed to the Series Editor, which 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 Assistant to the Editor of any change in contact information.

**IMPORTANT: Submitted manuscripts must be organized and formatted for style as described herein.** Submitted manuscripts that deviate from these guidelines will not be considered for publication 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.

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 Assistant to the Editor.

*Acceptable Formats for Electronic Copy.*—All text documents should be Microsoft Word files. Each Table should be a separate Microsoft Word file (do not place tables in the body of the manuscript). Each Figure should be a separate, single-layered image (preferably .jpg) of at least 300 dpi resolution (complex figures or those containing a great deal of text should be of higher resolution). Do not submit figures with multiple layers or text that is not imbedded. Do not insert figures into the body of the manuscript. A separate Figure Legends page (Word) should 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 author(s) should be typed in upper and lower case letters and centered. The address(es) of the author(s) 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).
7. A Spanish abstract ("Resumen") and Spanish key words ("Palabras claves") also may be provided, as appropriate.
8. Following the abstract and key words, the body of the text should begin with a Primary heading. All primary headings (e.g., Introduction, Methods, Results, etc.) are typed in upper and lower case letters and centered. See **Style and Format, Headings** for more information.
9. 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.
10. 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.
11. 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  
Texas Tech University  
Lubbock, TX 79409-3131 USA  
robert.bradley@ttu.edu*

12. Tables, Figure Legends, Figures, 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:

1. English only. A Spanish abstract (resumen) and key words (palabras claves) 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.
4. Use single-column format throughout the body of the text.
5. Do not number the lines of text.

### Line spacing:

1. Double-space the entire manuscript (text, literature citations, tables, table headings, and figure legends), with the exception of the author(s) address(es).

### 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). Exception: specimens examined accounts will use ALL CAPS for country names.
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). 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.

**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 Assistant to the 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>>

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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 numbers 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).

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 for long names 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; 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).

3. Do not italicize "a" or "b" for multiple entries by the same author during a single year (e.g., Bradley 1991a, 1991b).

4. Use a comma before in press, pers. comm., pers. observ., or in litt. (e.g., Bradley and Baker, in press).

### **Literature cited:**

1. Order alphabetically by the last name of the first author. For entries with multiple authors that have the same first author, alphabetize by the last name of the second author, and so on. Multiple entries for the same author(s) are listed chronologically (oldest to most recent); for multiple entries for the same author(s) and year, insert a lower case letter after the year (e.g., 1991a, 1991b).

2. No "long-dash" for repetition of any authors.

3. 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.).

4. Spell out all journal titles, agency or publisher names, university names, cities, states, and countries (except for Washington, D. C. and Mexico, D. F.).

5. 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.

6. 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).

7. 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.)

8. For entire books not in a series or volume, do not include total number of pages at the end of the citation (e.g., Schmidly, D. J. 2004. The mammals of Texas. University of Texas Press, Austin.).

9. 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.).

10. Do not italicize book or journal titles in Literature Cited (book and journal titles are italicized when referenced in the text).

**Tables:**

1. Double-space tables throughout, including the Table heading. The format of the table heading should be "Table 1. Activity of...".
2. There should be approximately three manuscript pages per table.
3. At the discretion of the Series Editor, excessively lengthy tables may be inserted as an Appendix.
4. Use horizontal lines above and below the table header row, and below the table.
5. Do not use horizontal lines to separate rows of data within a table.
6. Do not use vertical lines or shading in tables.

**Figures:**

1. There should be approximately three manuscript pages per figure.
2. Figures should be no larger than a letter-sized page (8½" x 11") and of high quality (>300 dpi resolution).
3. Electronic figures should not be layered (i.e., all figure components, including text within the figure, should be grouped). Each figure should be a separate image (.jpg preferred). Do not insert figures into the text document.
4. Figures with multiple parts (e.g., Fig. 1a, b, c) should be sized so all parts fit on a single page (8½" x 11").
5. Figure Legends must be placed on a single, separate page. Figure legends should describe what is in the figure and all abbreviations. Figure legends should be double-spaced. The format of the figure heading should be "Figure 1. Activity of...".
6. Where applicable, cover art must include a figure legend and be complete 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 (photograph, illustration, map, etc).
7. Photographic figures must include credit to the photographer. Photos should exhibit strong contrast and sharpness.

**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. Do not use "hanging hyphens." For example, do not write "inter- and intraspecific competition"; instead use "interspecific and intraspecific competition".
3. 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, the revised, properly formatted manuscript, labeled "Final", should be submitted to the Assistant to the Editor, either as e-mail attachments or by mail on a CD. CDs remain the property of the Museum and are not returned to the corresponding author.

### **PAGE CHARGES AND REPRINT ORDERS**

Authors are required to pay for the actual cost of the printing run for a publication. Page charges are established by PrinTech, the printing entity of Texas Tech University, and are non-negotiable. Total costs vary by the length of the manuscript, number of copies printed, number of figures and photographs, color vs. black & white figures, cover stock, etc. Color covers are optional for Occasional Papers and required for Special Publications. There is an available charge for color covers. Contact the Assistant to the Editor for current pricing and estimates of page charges. A final invoice will be provided at the time of printing, and payment is due in full at that time.

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