

THE TEXAS JOURNAL OF SCIENCE

Author Guidelines for Manuscript Preparation and Submission

The *Texas Journal of Science* is an open-access publication of The Texas Academy of Science and is sent to most members and all subscribers. The goal of the Journal is the timely dissemination of research results and scientific information to the scientific community. The Journal is received by members and educational institutions throughout the United States, as well as by international institutional subscribers. Scholarly papers reporting original research results in any field of science, technology or science education will be considered for publication in The Texas Journal of Science. The geographic scope of manuscripts published in the Journal is generally limited to work conducted by authors while at Texas institutions or to work conducted in Texas or adjacent areas (surrounding states and Mexico) that has some direct relevance to Texas (regardless of author's institutional location). Papers that are outside of this scope in subject or geographic area may be submitted by members in good standing of the Academy and will be considered on a case-by-case basis. In such cases, manuscripts should somehow relate to content previously published in the Journal.

Please read through and follow these guidelines carefully. These guidelines have been prepared in an effort to both reduce the amount of editorial revision and to speed the process by which your manuscript is ultimately published. When submitted manuscripts do not conform to Journal style, the editors must return the manuscript, resulting in more work for the authors and delays in manuscript processing.

All questions relating to manuscripts cannot possibly be covered in this one set of guidelines. Should questions arise regarding issues that are not covered here, please review recent volumes of the Journal or contact the editorial staff.

Manuscripts for research articles and general notes intended for publication should follow these guidelines and be submitted to the online submission system: <http://www.editorialmanager.com/txjsoci>. Manuscripts must be submitted as Microsoft Word document files (.doc or .docx). Figures and tables should be submitted as separate files and named "Figure 1," "Figure 2," "Table 1," etc. Once all files are uploaded and submitted, authors will receive an email notice to approve the submission. NOTE: unless the submission is approved by the corresponding author in the system, the editors will not be able to view it in the system. Please be sure to approve your submission following notification of receipt so that it is visible to the editors.

COVER LETTER

As part of the submission process, authors must provide a cover letter to the editors explaining why the work is novel and of broad interest. Authors are also required to suggest the names and addresses of at least three potential reviewers. Letters should also 1) state that the submitted manuscript has not been published or submitted elsewhere, 2) provide a statement describing the contributions of each author or co-author (all authors should have contributed significantly to the intellectual work presented; guest or honorary authorships are not allowed), and 3) acknowledge the TJS page charge policy described below.

TYPES OF ARTICLES PUBLISHED

Research articles

Research articles reporting original research results in any field of science, technology, or science education will be considered for publication. Research articles should comprise the following sections: Abstract, Introduction (unlabeled), Materials & Methods, Results, Discussion, Acknowledgments, and Literature Cited. All original research articles are peer-reviewed prior to publication.

General notes

General notes normally will not exceed four or five published pages. The format is the same as for research articles except the only subheading in the text should be Literature Cited unless additional subheadings are deemed necessary. While the decision as to whether a manuscript is better-suited as a research article or a general note will be made by the editorial staff, authors are encouraged to indicate their preference at the time the manuscript is submitted. All general note articles are peer-reviewed prior to publication.

Editorials

Editorials call attention to recent articles or topics of particular interest to Texas scientists and are written either at the invitation of the editorial staff or after the author(s) has discussed the proposed manuscript with the editors. At the discretion of the editors, editorial manuscripts may be peer-reviewed prior to publication.

GENERAL ARTICLE FORMAT

Submit manuscripts in a Microsoft Word readable file format (.doc or .docx). Manuscripts should be double-spaced throughout (including legends and literature cited), with margins of approximately one inch and with lines and pages numbered. Scientific names of genera and species should be italicized. Major internal headings (Materials and Methods, Results, Discussion, Acknowledgments and Literature Cited) are centered and capitalized. Do not use complex visual formatting, such as multiple-column layouts, Word text boxes, or Word drawing tools, in the body of the text.

FIRST PAGE FORMAT

Include the following information, in this order, on the first page of your manuscript. This will allow the online submission system to fill out the appropriate fields for your submission.

- a) Title/subtitle
- b) Author(s)
- c) Affiliation(s)
- d) Corresponding author information
- e) Other author footnotes (present address, equal contribution, etc., if necessary)
- f) Abstract
- g) Keywords (required for research articles but not for general notes and editorials)
- h) Conflict of interest or funding statement (when not part of the acknowledgements)

Format of title

Titles that include the scientific name(s) of species should contain sufficient information to alert the average reader (or abstracting service) as to the organism(s) discussed in the paper. The inclusion of only a scientific name is often insufficient. Instead, authors are encouraged to include a common name or name of a higher taxonomic category (or combination of categories) in conjunction with the scientific name. Authors should select names that will be recognizable by the Journal's audience. Examples are:

- of the deer mouse, *Peromyscus maniculatus*
- of the deer mouse (*Peromyscus maniculatus*)....
- of *Peromyscus maniculatus* (Rodentia: Muridae)....

- of the rain lily, *Zephyranthes drummondii*
- of the rain lily (*Zephyranthes drummondii*)....
- of *Zephyranthes drummondii* (Amaryllidaceae)

Format of author names and affiliations

1. The uploaded manuscript file should contain distinct linkages from each author to their affiliation(s). The best way is to follow PubMed recommended style, which is to use superscript numbers after each author name and begin each affiliation with a superscript number. For example:
 Alberto Hernandez¹
 Mary Cerise²
¹University of North Texas
²Genewiz, Inc.

2. Authors should include complete affiliations, for example:
¹Department of Biology, University of Texas Rio Grande Valley, Edinburg, TX, USA
²Department of Experimental Psychology, University of Texas Rio Grande Valley, Edinburg, TX, USA
 Rather than:
 Departments of ¹Biology and ² Experimental Psychology, University of Texas Rio Grande Valley, Edinburg, TX, USA.

3. Author names and affiliation information should be placed in separate paragraphs; for example:
 Sarah Jones
 Department of Biology, Incarnate Word University, San Antonio, TX, USA
 Rather than:
 Sarah Jones, Department of Biology, Incarnate Word University, San Antonio, TX, USA

Abstract

Each manuscript intended as a research article must include an abstract, which should be a concise statement of findings or results written as a single, double-spaced paragraph not to exceed 250 words. The abstract should not simply contain a listing of subjects covered in the manuscript. Do not cite references in the abstract except under unusual circumstances. Manuscripts intended as a general note should include a brief abstract on the first page for submission and review purposes; however, notes accepted for publication after peer-review will not contain abstracts in their final form.

References

In-text citations

Cite all references in text by author and date in chronological (not alphabetical) order; Jones (1971); Jones (1971; 1975); (Jones 1971); (Jones 1971; 1975); (Jones 1971; Smith 1973; Davis 1975); Jones (1971); Smith (1973); Davis (1975); Smith & Davis (1985); (Smith & Davis 1985). If a reference has more than two authors, use “et al.”: Jones et al. (1976) or (Jones et al. 1976). Citations to publications by the same author(s) in the same year should be designated alphabetically (1979a; 1979b).

Literature cited

Journal abbreviations in the Literature Cited section should follow those listed in the International Standard Serial Number Center (LTWA) List of Title Word Abbreviations: <https://www.issn.org/services/online-services/access-to-the-ltwa/>. Be certain that all citations in the text are included in the Literature Cited section and vice versa. The final submitted version of a manuscript should have codes from bibliographic software removed so the references are in plain text.

Consecutively-paged journal volumes and other serials should be cited by volume, number and pagination. Serials with more than one number and that are not consecutively paged should be cited by number as well (Smithson. Misc. Coll., 37(3):1-30). The following are examples of a variety of citations:

Journals & serials

Jones, T. L. 1971. Vegetational patterns in the Guadalupe Mountains, Texas. *Am. J. Bot.* 76(3):266-278.
 Smith, J. D. 1973. Geographic variation in the Seminole bat, *Lasiurus seminolus*. *J. Mammal.* 54(1):25-38.
 Smith, J. D. & G. L. Davis. 1985. Bats of the Yucatan Peninsula. *Occas. Pap. Mus., Texas Tech Univ.* 97:1-36.

Books

Jones, T. L. 1975. An introduction to the study of plants. John Wiley & Sons, New York, xx+386 pp.
 Jones, T. L., A. L. Bain & E. C. Burns. 1976. Grasses of Texas. Pp. 205-265, *in* Native grasses of North America (R. R. Dunn, ed.), Univ. Texas Studies, 205:xx+1-630.

Online publications

For a journal article, checklist, etc. published digitally, see above citation examples, but include the URL or doi at the end of the citation and the date accessed in parentheses:

Husak, M. S. & T. C. Maxwell. 1998. Golden-fronted woodpecker (*Melanerpes aurifrons*), version 2.0. *In* The birds of North America (A. F. Poole & F. B. Gill, eds.), Cornell Lab of Ornithology, Ithaca, NY. <https://doi.org/10.2173/bna.373>. (Accessed 17 Jul 2018).

Texas Parks and Wildlife Department. 2017. Endangered and threatened plants in Texas and the United States. Austin, Texas. <http://www.tpwd.state.tx.us/huntwild/wild/species/endang/plants/index.phtml>. (Accessed: May 18, 2017).

Unpublished

Davis, G. L. 1975. The mammals of the Mexican state of Yucatan. Unpublished Ph.D. dissertation, Texas Tech Univ., Lubbock, 396 pp.

In the text of the manuscript, the above unpublished reference should be cited as Davis (1975) or (Davis 1975). Do not make citations to unpublished material that cannot be obtained nor reviewed by other investigators (such as unpubl. or unpubl. field notes).

The citation “in press” must be accompanied by the title of the journal, as well as a volume number and year of expected publication. Unpublished results or material should directly reference the source of the information (e.g., Jones pers. comm.). The name of the individual and their professional affiliation should then be given the Acknowledgments section of the manuscript.

Voucher specimens

Voucher specimens (including accession numbers) should be cited when appropriate, such as for new records, noteworthy range extensions, or faunal or floral listings for an area. Specimens should be deposited with the holdings of a recognized regional or national museum or herbarium. The name(s) and official abbreviation(s) or acronym(s) used by the collection(s) should be given as part of the methods section or included in a relevant table. Do not cite the deposition of voucher specimens in personal collections.

The editorial staff is aware that many members of the Academy work with organisms that are protected by state or federal regulations. As such, it may not be possible to collect nor deposit research specimens as vouchers. In the interest of maintaining credibility, authors are expected to provide some alternate means of verification such as black and white photographs, list of weights or measurements, etc. The editorial staff retains the option to determine the validity of a record or report in the absence of documentation by a voucher specimen.

Graphics, figures & tables

Each table and figure must be submitted to the online system as a separate file. Color figures and photographs will be accepted but additional page charges will apply for color printing (see page charges below). The legends for all figures and tables must be included in the manuscript following the Literature Cited section. All figures must be referred to in the text as "Figure 3" or "(Fig. 3)"; all tables as "Table 3" or "(Table 3)". Figures must be at a minimum resolution of 600 dpi; figures at a lower resolution may be returned to the author(s) for revision.

Computer generated figures and graphics should be reducible to 5.5 in. (14 cm) in width and should not exceed 8.5 in. (20.5 cm) in height. Figures that are too wide to be reduced to the above measurements may be positioned sideways and should then be reduced to 9 in. (23 cm) wide and 5 in. (12.5 cm) in height. Photographs of specimens, study sites, etc. should not exceed 8 in. in width.

Capitalization

Throughout the manuscript, all proper nouns should be capitalized. More specifically, capitalization should be used for:

- Personal names

- Civil, military, religious, and professional titles when they immediately precede a personal name

- Names of ethnic and national groups (adjectives associated with these names are also capitalized)

- Entities that appear on maps (continents, countries, oceans, rivers, etc.)

- Regional terms that are accepted as proper names but do not normally appear on maps; adjectives derived from such terms are lowercased (e.g., East Texas, but eastern Texas)

- Political divisions

- Words derived from proper names (e.g., Bayesian statistics)

- Names of organizations, institutions, and companies

- Major historical events (e.g., the Civil War, the Industrial Revolution)

- Names of days and months

- Formal geologic terms (e.g., the Tertiary period of the Cenozoic)

- Brand names that are trademarks, although a better choice is to substitute a generic term if available (e.g., Pyrex or heat-resistant glassware; Vaseline or petroleum jelly)

Abbreviations and acronyms

Abbreviations and acronyms may be used to reference study sites, government agencies, NGOs, etc. once the full name of the entity has been spelled out in the manuscript, for example:

- Big Bend National Park (BBNP)

- Occupational Health and Safety Administration (OSHA)

- Texas Parks and Wildlife Department (TPWD)

- The Nature Conservancy (TNC)

- United States Department of Agriculture (USDA)

It is generally acceptable to begin a sentence with an acronym, that is, an abbreviation formed from the initial letters of other words and pronounced as a word (e.g., NASA). Do not begin a sentence with an abbreviation that is not an acronym.

The following are standard abbreviations that should be used throughout the manuscript:

Units of measure

sec	second
min	minute
h or hr	hour
d	day
wk	week
mo	month
yr	year
YBP	years before present
m.y.	million years
Mya	million years ago
nm	nanometer
µg	microgram(s)
mg	milligram(s)
g	gram(s)
kg	kilogram(s)
Hz	hertz
kHz	kilohertz
MHz	megahertz
dL	deciliter
µL	microliter
µm	micrometer (micron)
mm	millimeter(s)
cm	centimeter(s)
m	meter(s)
K	Kelvin
km	kilometer(s)
in.	inch (include period)
ft	foot (feet)
mi	mile(s)
ha	hectare(s)
M	molar
ppm	parts per million
W	watt
gal	gallon(s)
µL	microliter
mL	milliliter and cubic centimeter should be spelled out when used alone or where confusion may exist; abbreviate as L only in a chemical listing or table of ingredients where it is self-evident.

Latin and other foreign language terms

ca.	circa
e.g.,	exempli gratia, for example (note comma)
et al.	et alia, and others
etc.	et cetera, and so on
i.e.,	such as (note comma)
<i>in vitro</i>	outside the living organism
<i>in vivo</i>	in the living organism
<i>in situ</i>	in its original or natural place or position
<i>per se</i>	by itself, as such
sic	thus (to signal exact transcription)
via	by way of, by means of
vis-à-vis	in relation to, as compared with vs. or versus against, in contrast to

Statistical terms

<i>A posteriori</i>	based upon actual observation or upon experimental data
<i>A priori</i>	based on theoretical deduction

ANOVA	analysis of variance
CV	coefficient of variation
df	degrees of freedom
n	sample size or number in sample
P	probability
r or R	correlation coefficient
SD	standard deviation
SE	standard error
SEM	standard error of the mean
$t f U Z \chi^2$	statistical tests
\bar{x}	mean
\geq	equal to or greater than
$>$	greater than
\leq	equal to or less than
$<$	less than
\approx or \sim	approximately

Miscellaneous

AC DC	alternating current, direct current
Co.	County (or spell out)
elev.	elevation (include period)
Fig. or fig.	figure (include period)
maximum	do not abbreviate
minimum	do not abbreviate
pers. comm.	personal (oral or written) communication
sp., spp.	species (singular), species (plural), for species within a genus
state names	Use postal abbreviations (Texas=TX)
Table	write out completely
UK	United Kingdom (no spaces)
U.S.A. or USA	United States of America
USNM	National Museum of Natural History

Directions and coordinates

N, E, S, W, ENE, SE, SSW, etc.	no periods
29.4241° N, 98.4936° W	latitude and longitude in decimal degrees

UTM coordinates are suitable, but the distance and direction from a named geographical location should also be included.

Symbols

Write percent as one word in the text, but use the percent sign after numbers (1%, 99%). Use the percent sign (%) in all tables or figures. Do not use X as a symbol for the word "by" (for example, "Containers used were 8.4 by 8.4 by 24.8 cm" rather than "Containers used were 8.4 x 8.4 x 24.8 cm.")

Scientific and common names

Names of genera, species, and infraspecific taxa should be italicized and names of other taxonomic ranks should be capitalized. Common names should be lower-case. The taxon authority may be included in the title or with the first use of the taxon name in the abstract or introduction. Authorities do not require a literature citation.

Infraspecific names of animal taxa may be cited as trinomials (e.g., *Buteo jamaicensis borealis* for a subspecies of the red-tailed hawk) but the rank of infraspecific taxa must be cited for plants, algae, and fungi (e.g., *Phlox drummondii* subsp. *drummondii*, *Phlox cuspidata* var. *grandiflora*).

Once a scientific name has been fully written out in the manuscript, the generic name may be abbreviated with a single upper case letter. For example, *Homo sapiens* should be spelled out at first use but may be written as *H. sapiens* thereafter. Do not, however, begin a sentence with the abbreviated initial of a scientific name; spell out the generic name if it is the first word of a sentence. When

citing infraspecific taxa,, do not abbreviate the specific epithet (for example, use *H. sapiens sapiens* rather than *H. s. sapiens*).

When the name and date of a reference other than the authority of a taxon follows the scientific name of the taxon, it should be preceded by the abbreviation cf. (citation from); otherwise the reference will appear to be the authority.

Example:

.... were also analyzed from specimens of *Peromyscus maniculatus* (cf. Jones 1971).

Numbers

For numbers one through nine, write out the number in the text of the manuscript except when used with units of measure (such as 4 mm or 9 km). For numbers 10 and above, use the number. Use only numbers in all tables and figures.

Galley proofs & reprints

The corresponding author will receive galley proofs in PDF format prior to final publishing of the manuscript. Corrections in electronic format are to be returned to the managing editor within five days; failure to promptly return corrections to the galley proofs may result in delay of publication. The Academy will provide a PDF reprint without charge. Reprints will be emailed to the corresponding author or other designated contact person following the publication of the article in the Journal. The distribution of reprints among co-authors is the responsibility of the corresponding author.

Page charges

Papers accepted for publication in the Journal are subject to a charge of \$50 per printed journal page. Color photographs and/or figures will be accepted when authors agree to pay an additional charge of \$400 per printed page containing color (total charge of \$450 per page printed in color).

By submitting a manuscript, authors agree to pay the page charges if their manuscript is accepted for publication. Authors will receive an invoice along with their page proofs from the managing editor.

Page charges will be waived on manuscripts when all authors are members of the Texas Academy of Science in good standing at the time of the original submission and publication. Color page charges, however, will not be waived for members. As in the past, those authors with institutional or grant support are requested to support the Journal through the payment of page charges, in part or in whole, whenever possible.

For manuscripts authored by non-members or a combination of members and non-members, authors are required to pay all associated page charges. Members of the Texas Academy of Science are, however, allowed four published pages per year free of charge when coauthors are not members - full payment is required for those pages in excess of four and all color pages. Non-members are required to pay full page charges for all pages. The Academy, upon written request, will subsidize a limited number of contributions per volume. These exceptions are, however, generally limited to students, post docs or foreign authors without financial support. Should a problem arise relative to page charges, please contact Dr. Jason L. Locklin (jason.locklin@templejc.edu).

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