

MISSION STATEMENT, POLICY & GUIDELINES FOR AUTHORS

MSB PUBLICATION SERIES

Revised March 2021

MISSION

The Museum of Southwestern Biology (MSB) of the University of New Mexico (UNM) has a long-standing (1983) Publication Series that offers an outlet for two kinds of *scholarly* manuscripts. The *Occasional Papers* series is intended for manuscripts that one might normally submit to refereed journals and the *Special Publications* series is intended for longer monographic manuscripts. The MSB Publication Series will publish high quality papers that are specimen-based focusing on the areas of taxonomy, systematics, ecology, evolution, biogeography, and natural history of microbes, plants, and animals. Specimen-based work from western North America is encouraged, however, other regional, national, and international locations will be considered if they seem relevant to our areas of interest. Our Publication Series is not for profit, so the cost of publications is usually supported by modest page charges and by the MSB. These charges can be waived if manuscripts are completed in final format for publication. Manuscripts in English are accepted from investigators in any country, regardless of whether they are affiliated with the MSB, but the topical areas of submitted papers should fall within our Mission as noted, above.

POLICY

Conditions of acceptance

Manuscripts are received by the MSB Publication Series with the understanding that:

1. all manuscripts **must** be submitted electronically;
2. all authors have approved the manuscript's submission;
3. the results or ideas contained therein are original;
4. the work has not been published previously;
5. the paper is not under consideration for publication elsewhere and will not be submitted elsewhere unless rejected by the MSB Publication Series or withdrawn by written notification to the Editor;
6. if accepted for publication and published, the article, or portions thereof, will not be published elsewhere unless consent is obtained in writing from the Editor;
7. reproduction and fair use of articles in either the *Occasional Papers* or the *Special Publications* are permitted in accordance with the United States Copyright Revision Law (PL94-533), provided the intended use is for non-profit educational purposes. All other use requires consent and fees where appropriate;

Articles reporting original research are evaluated by at least 2 anonymous members of our Editorial Board selected by the Editor, in consultation with the Director of the MSB and/or the most appropriate division Curator. The final decision of whether or not to publish is made by the Editor after reviews and opinions of the Editorial Board are considered.

Return of materials

Rejected papers: When the decision is made not to publish a paper all materials submitted electronically are destroyed. Rejected manuscripts are not reconsidered.

Papers returned for revision: Specific instructions regarding the revision format will be supplied by the Editor after a manuscript has been accepted for publication in the Series. If the revision is not received within 6 months or if other arrangements have not been made with the Editor, the manuscript is considered to have been withdrawn and the submitted materials are destroyed.

Forms of publication

All papers will be published electronically.

GUIDELINES FOR AUTHORS

Preparation and submission

All manuscripts must be prepared and submitted according to the guidelines of this section.

Submission and Typing: **All original manuscripts must be submitted electronically.** Typing should be double spaced in 12-point Times New Roman or Arial font as a Word document. Proportional spacing and hyphenation should not be used, i.e., do not justify right-hand margin. Do not leave extra space between paragraphs in the text. Genera and species should be in *italics*. Authors' names in the literature cited section should be typed with capitals for the initials and first letter of the last name and lowercase for all other letters.

Acceptance: When a manuscript has been accepted for publication by the Editor, specific instructions for preparation of the revision will be supplied electronically to the senior author. It remains the responsibility of the author to retain a copy of the manuscript for reference and to protect against loss. Manuscripts should be addressed to: Joseph A. Cook, Museum of Southwestern Biology and emailed to: cookjose@unm.edu.

Occasional Papers Articles

Manuscripts are to be organized in the following format and sequence, with all pages numbered consecutively.

Title page (page 1): Give the title of the article, the names of authors, and address of first author. At the bottom of the page, give the name, address, telephone number and email address of the author designated to receive correspondence from the Editor. The title and author's names should be in bold type, and the same font size as the text. Titles should be short and descriptive. Avoid empty words such as, "preliminary studies on ..." and "biology or ecology of ..." Do not use the authority (author and date citations) with scientific names in the title. Numbers less than 11 are spelled out; numbers indicating papers in a series will not be accepted. Complete addresses, including email addresses for other authors, if different from that of the first author, are given as footnotes.

ABSTRACT (page 2): On a single page, provide an abstract of the paper that does not exceed 250-300 words. The abstract should be factual (as opposed to indicative) and should outline the objective, methods used, conclusions, and significance of the study. The abstract is headed with the word abstract, marginal (i.e., not indented), and typed in bold capital letters, ending with a colon also in bold type. Text is run in after the colon, is not subdivided, and does not contain literature citations.

Introduction (page 3): Start the introduction on an unheaded page with the first word of the first paragraph started at the left-hand margin. Following paragraphs should begin with a single indent. The introduction should establish the context of the paper by stating the general field of interest, presenting findings of others that will be challenged or developed, and specifying the specific question to be addressed. Accounts of previous work should be limited to the minimum information necessary to give an appropriate perspective. The introduction should not be subdivided and extra spacing between paragraphs should not be used here or throughout the remainder of the manuscript.

MATERIALS AND METHODS: This heading should be typed in bold capital letters started at the left-hand margin of the page without punctuation. The text of this section should start on the next line and give sufficient information to permit repetition of the study by others. Methods and apparatus used should be indicated, but specific brand names and models need to be mentioned only if significant. The source (e.g., city and state, both spelled in full) of special equipment or chemicals should be given. Previously published or standard techniques are to be referenced, but not detailed. Generic descriptions should be given for unusual compounds used.

Second-level headings in bold type should be on a separate line beginning at the left-hand margin. The initial letter of the first word is the only capital letter except capitals needed for proper nouns. These headings are unnumbered and end without punctuation.

Third-level headings: are indented for a paragraph, italicized, and end with a colon. The initial letter of the first word is the only capital letter, except capitals needed for proper nouns. Text is run in immediately following this heading. Further subdivision should not be needed. If the materials and methods section is short, it should not be subdivided; it is unnecessary to provide headings, beyond the primary head, for a series of subsections comprising single paragraphs.

RESULTS: This heading should be typed in bold capital letters started at the left-hand margin of the page without punctuation. This section should begin on the next line and contain a concise account of the new information. Tables and figures are to be used as appropriate, but information presented in them should not be repeated in the text. Avoid detailing methods and interpreting results in this section. The results section may be subdivided and headed as for the materials and methods section.

Taxonomic papers have distinct conditions that must be adhered to; principally, museum accession numbers for appropriate type material (new taxa) and for voucher specimens (surveys) are required. Appropriate photographic material should be deposited for descriptions of protists for which individual specimens cannot be fixed and archived, and frozen tissues must also include accession numbers if deposited in a museum. Gene sequences should be deposited in GenBank with appropriate accession numbers provided.

Taxonomic papers should include at least 3 distinct sections: description, taxonomic summary, and remarks. The description of a taxon must follow the most rigorous currently accepted standards for the taxonomic group being reported. The taxonomic summary section should include a listing of the taxon or taxa, locality (GPS coordinates, if possible), and specimens deposited. Full scientific names of each taxon mentioned, including the complete authority's name, should be written out the first time it is mentioned. The taxonomic summary is followed by a remarks section which gives comparisons to the most similar taxa. These 3 sections should be headed as described for second-level headings in the instructions for the materials and methods section.

DISCUSSION: An interpretation and explanation of the relationship of the results to existing knowledge should appear in the discussion section. Emphasis should be placed on the important new findings, and new hypotheses should be identified clearly. Conclusions must be supported by fact or data.

ACKNOWLEDGEMENTS: These should be concise. Ethics require that colleagues be consulted before being acknowledged for their assistance in the study. The heading for this section is as for the primary head described for the materials and methods section. Subdivisions are not used in this section.

LITERATURE CITED: Citations are arranged alphabetically. All references cited in the text must appear in the literature cited section, and all items in this section must be cited in the text. Citation of unpublished studies or reports is not permitted, i.e., a volume and page number must be available for serials and a publisher, city, state, and full pagination for books. Abstracts not subjected to peer review may not be cited. Work may be cited as "in press" only if proof has been produced. If absolutely necessary, a statement may be documented in the text of the paper by "pers. comm.", providing a copy of that page signed by the person cited accompanies the manuscript. In those cases, the citation is indicated in the style: (X.Y. Smith, pers. comm.). Personal communications do not appear in the literature cited section. The first line of each citation should be indented one tab with all other lines marginal.

Style in the text:

(Allen, 1989)

(Allen and Smith, 1989)

(Allen et al., 1989)

(Jones, 1987, 1988a, 1988b, 1989)

(Jones, 1987; Allen, 1989), chronological

(Jones 1987; Allen, 1989; Smith, 1989), chronological and alphabetical within year

Multiple authors with the same year of publication should be (Smith, Jones et al., 1988;

Smith, Walker, and Jones, 1988), **not** (Smith et al., 1988a, 1988b)

Style in the literature cited section:

Journal article, 1 author: Corliss, J.O. 1962. Taxonomic-nomenclatural practices in protozoology and the new international code of zoological nomenclature. *Journal of Protozoology* 9:307-324.

Journal article, 2 authors: Hoffman, R.L. and J.A. Payne. 1969. Diplopods as carnivores. *Ecology* 50:1096-1098.

Book: Barnes, R.D. 1987. *Invertebrate zoology* (5th ed.). Saunders, Philadelphia, Pennsylvania, 893 p.

Chapter in edited book: Ubaghs, G. 1960. General characteristics of the Echinodermata. Pp. 3-46, *In* *Chemical zoology*, Vol. 3. (M. Florin and B.T. Scheer, eds.). Academic Press, New York, New York.

Thesis or dissertation: Moore, D.W. 1986. Systematic and biogeographic relationships among the Talpinae (Insectivora: Talpidae). Unpublished dissertation, The University of New Mexico, Albuquerque, New Mexico. 105 p.

TABLES. Tables are used only to present data that cannot be incorporated conveniently into the text. Ordinarily values from statistical tests are not published as tables; tests employed and probability accepted for significance can be stated in the materials and methods section with significant differences indicated in tables by footnotes or in the text by a statement. Tables may be continued on following pages to accommodate length.

Tables are numbered with Roman numerals in a continuous series and so referenced, in sequence, in the text. Captions are typed above the data on the same page. Species names are spelled out in full, and italicized, the first time used in each caption. All columns in a table must have headings, with the first letter of the first word and proper nouns capitalized (e.g., "Number sampled," "% Recaptured").

Horizontal lines should be avoided in the body of the table; 1 vertical line should be used to separate column headers from the data beneath and 1 vertical line should be used to

appropriate international code for the taxa under study. Author and date citations used only as authorities for scientific names do not appear in the literature cited section.

Authors are reminded that names of taxa are not names of organisms. For example, *Canis* is the name of a genus (a group of related species) and as such it does not give birth, ingest rodents, possess a tail, etc. These are properties of organisms.

Mathematical and chemical notations: These should conform to the same conventions as those used for chemical and biochemical/molecular nomenclature.

Use of numbers: In the text, numbers should be Arabic numerals except when beginning a sentence. Naked decimals are not permitted in the text, tables, legends, or on figures; i.e., use 0.1, not .1. Numbers greater than 999 must have commas. Metric units are to be used in all articles. The 24-hour or military time system should be used to indicate time; e.g., 1500 hr.

Acronyms and abbreviations: At first use, acronyms are placed in parentheses following the name written out in full. At subsequent use, the acronym alone is used. An acronym may begin a sentence. Sentences may not begin with an abbreviation and abbreviations are as recommended in the Council of Biology Editors (CBE) style manual. The *Publication Series* uses all International System of Measurement (SI) metric unit abbreviations. Common CBE and SI abbreviations include the following (the same abbreviation is used for plural form):

CBE abbreviations

wk (week)
hr (hour; use 0-2400 hr for time)
sec (second)
min (minute)
mo (month)
day (not abbreviated)
n. sp. (new species)
n. gen. (new genus)
L (liter; but ml for milliliter)
g (gravity; not x g)
RH (relative humidity)
P.o. (per os)
s.c. (subcutaneous)
i.pl. (intrapleural)
i.p. (intraperitoneal)
PI (postinoculation)
p. (page)
ad lib. (ad libitum)
U.S.A. (as a noun)
U.S. (as an adjective)

sp. gr. (specific gravity)

***t*-test**

***U*-test**

P (probability)

x (arithmetic mean)

r (correlation coefficient)

n (sample size)

SD (standard deviation of the mean)

SE (standard error of the mean)

df (degrees of freedom)

NS (not significant)

Basic SI units

m Meter

kg Kilogram

sec Second

A Ampere

V Volt

mol Mole

Prefixes for SI units

d deci

c centi

m milli

μ micro

n nano

p pico

da deca

h hecto

k kilo

M mega

G giga

T tera

Words and abbreviations in Latin and other non-English languages, except for genus and species names, are not italicized.

American spelling supersedes English spelling.

No and none are treated as singular; e.g., no flower was found. If this form is not satisfactory, avoid use of the words.

The suffix “-like” is hyphenated only in combination with a name in italic type or to avoid a triple l.

Because manuscripts are accepted only with the understanding that the work was conducted in compliance with all relevant laws and within the policy on animal care and use, a separate statement regarding animal care and use is not required as a part of each paper.

Revising manuscripts

When manuscripts are returned (electronically) for revision, a cover letter from the Editor provides directions that must be followed carefully. When submitting the revised manuscript, include a cover letter giving the manuscript number and describing how the manuscript has been revised. A point-by-point statement of what has been revised and a brief rebuttal of those criticisms not addressed should be provided. All suggestions of the reviewers and the Editor must be addressed individually. Reviewers are assigned numbers to simplify this process. The revised manuscript and the author's comments usually are reviewed again before the final electronic "proof" is sent back to the corresponding author.

Correcting proofs

Authors are responsible for the accuracy of their revised proofs and, therefore, what ultimately is produced as the final version published electronically in the *Publication Series*. **Corrected proofs must be returned to the Editor promptly**, ideally within a week of receipt, or less. Receipt of proof is not acknowledged, but authors are notified when proof is not received within the week. Proofs are to be corrected, not revised. Additions usually are disallowed except to correct errors made by the Editor. Correction of errors made by the author may be billed to the author at the rate of \$5.00 each. Queries on the proof are to be answered by "yes" or "no"; do not use "ok" or "stet."

Questions? Contact Joseph Cook, MSB Publication Series,
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