

MISSOURI ACADEMY OF SCIENCE: CORREGIUM & INSTRUCTIONS

Please read the following instructions for submission of an article for the *Transactions of the Missouri Academy of Science*. Attempts have been made to keep submission processes as simple as possible.

Editorial Policy

Authors must pay \$30.00 USD per printed page for publication costs. Transactions publish several types of original contribution from the disciplines within the Academy: research papers, research notes, reviews, and annotated bibliographies. Manuscripts must be authored or co-authored by a member of the Academy. Each manuscript is subject to peer-review. The Editor has final authority for acceptance or rejection. Manuscripts should be submitted prior to August 1st to the Missouri Academy of Science's Business Office.

Missouri Academy of Science
Attention: Paula L. Macy
W.C. Morris 206A
University of Central Missouri
Warrensburg, MO 64093

Materials to be Submitted

The article is to be submitted in two forms: on a microcomputer disk (floppy disk, USB flash Drive, CD, etc.) and as a printed hard copy. Instructions for each of these forms are described in more detail below. Most authors probably already have their article on a microcomputer media in some form, but we will require that it be submitted following a particular protocol.

Microcomputer Disk

Disk requirements: Materials for publication must be submitted on either a 3.5" High-Density floppy disk, USB Flash Drive, CD-ROM or an another such acceptable software portable device. The documents must be formatted in Microsoft Operating System (MS-DOS) form. Please label the disk with the first author's name.

Text Preparation: Text should be prepared or converted to Times New Roman (Times) or Arial font with a print of 10-point type. Do not underline anything; use italics if needed for scientific names or other terms in a language different from the rest of the text. Do not insert any code for justification, hyphenation, line height, line centering, margins, spacing, fonts, page centering, page number, suppression, tabs, or other special features. You may also use the Symbolic font if needed for special characters. All material should be in black and white, no color material is permitted. Do not try to create your own approximation of hanging indent formatting for the literature

cited or references section by using returns and tabs for the lines. Acceptable software has an automatic hanging indent feature, which should be used with the built in auto-wrap feature of word processing. Avoid linked or embedded objects, images, and other advanced word processing capabilities, we will take care of this in final processing (e.g. placing figures and tables at appropriate locations in the text).

Graphics: Tables should be constructed using single tabs between columns and returns at the end of sentences. Keep in mind the larger format of the Transactions will allow larger graphs and figures. Because there will be two columns per page, graphics can be put in a single column or can be across two columns up to the size of the page. We anticipate having scanned images submitted for publication and they must be of appropriate size when saved to the disk. Please contact the editor if you have any questions. Scanned images should be minimally 300 dots per image (dpi) and grayscale images should be scanned manually at 450 dpi.

Saving the file to Disk: The text should be saved to the disk either as a WordPerfect, or as a Microsoft Word file (version should be 5.0 or higher). In addition, please also save the file in Rich Text Format (RTF). We recognize that articles may have been prepared on a Macintosh system, but the files can be saved to a PC formatted disk in the RTF format without any complications. Use the Save As command and save as requested. We thank you in advance for your cooperation.

Printed Hard Copy: Please submit four (4) copies of the manuscript. The text must be double spaced and only printed on one side of a standard letter-sized paper (8 1/2" by 11"). These hard copies should show you how you want to represent any special characters, equations, tables, etc. The manuscript is to be assembled in the following order: Title, Author(s) name(s) and affiliation, Abstract, Key words, Text,

Figures: Please number your pages. Please use the common and binomial Latin name(s) of an organism when first mentioned. The text must match the document file text exactly. Distinguish between similar looking, but different symbols such as the letter "x", a multiplication sign (×), and the Greek Letter Chi (X, χ). Similar problems occur with minus signs, hyphens, and dashes; there are different symbols for each of these.

Please provide the names of two or three possible reviewers in your cover letter. Send all materials to:

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