

Guidelines for Contributors to the Journal

1. GENERAL

1. J-KAS publishes original research papers and notes on all areas encompassed by the Academy. Review papers will be considered for publication, but the Editor should be consulted in advance. J-KAS will publish manuscripts from symposiums and special workshops; again, the Editor should be consulted as symposium plans are developed. Announcements, news, and other Academy information (as listed in the bylaws) will be included as received.
2. Authors do not have to be members of the Academy.
3. Acceptance of papers for publication in J-KAS depends on merit as evaluated by each of two or more external reviewers.
4. Manuscripts may be submitted at any time to the editor via e-mail as MS Word documents (david.white@murraystate.edu).
5. In a cover e-mail, list your telephone and FAX numbers and the names, addresses, telephone numbers, and E-mail addresses of three potential reviewers.
6. Format/style of papers must conform to the guidelines below and also to practices in recent issues of J-KAS that are, in effect, a style manual.

2. FORMAT

1. Papers should be in 12-point type with margins at least 1 inch all around. Double-space throughout the paper (i.e., one full line of space between each two lines of text, LITERATURE CITED, or tabular data). Do not justify right margins. Indent the first line of each paragraph (but not the first line of entries in the LITERATURE CITED – these should be hanging at 0.5 inch).
2. Except for scientific names of genera, and of infrageneric taxa, which should be typed in italics, the same type (roman) should be used throughout (i.e. one type size only; bold only for paper title). Indicate the describer name the first time a species name is mentioned.
3. Sequence of sections in papers should, where appropriate, be as follows: Title of Paper, name/address of author(s), ABSTRACT, 5-6 KEY WORDS (may repeat words in the title), body of paper, LITERATURE CITED, tables with captions above, figure captions, and figures (all on consecutively numbered pages).
4. The first page should include the running head at the top right of the page (see 5 below), the paper's title and the name and address of author(s). These should be followed immediately by the abstract, key words, and footnote. The footnote should read "Corresponding author e-mail: xxxxx@yyyyy.aaa" (The first page should look as much as possible like the first page of articles in recent J-KAS issues.).
5. The running head (top right of first page) should give a short version of paper title—*last name* of author. If more than one author, use et al. (e.g. *Smith et al.*). Please limit to a total of 60 characters and spaces.

6. The abstract should not to exceed 200 words and should be concise, descriptive, and complete in itself without reference to the paper (literature is not cited in the abstract).
7. Footnotes should be avoided except for the email address of the corresponding author and changes of address. Both types of footnotes should be at the bottom of the first page.
8. The body of the paper should include, where appropriate, the following sections: INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, SUMMARY (optional), ACKNOWLEDGEMENTS, and LITERATURE CITED. Each section heading should be in capital letters and centered.
9. No more than three levels of headings should be used: level 1, in capitals, centered; level 2, in capitals/lowercase, flush left; level 3, in italics, a paragraph indent with initial capital only (except proper nouns and adjectives), and followed by a period, the text then starting after one blank space.
10. Personal communications (avoid if possible) should be indicated in the text as follows: (name, affiliation, pers. comm., date) e.g., (O.T. Mark, Wainwright College, pers. comm., 5 Jun 1995).

3. STYLE

1. In text, spell out one-digit numbers unless they are used with units of measure (four oranges, 4 cm), and use numerals for larger numbers; do not begin any sentence with a numeral.
2. Measurements should be in metric and Celsius units (24 °C). Define lesser-known symbols and give the meaning of acronyms at first use. Express time of day in the 24-hour system. Dates should be written day, month (abbreviated to three letters), year without internal punctuation. Units with multiple components should have individual components separated by a virgule (e.g., g/m²/yr).
3. Names of authors of binomials may be included but only at the first mention of the binomial. Cultivar names are not italicized but are enclosed in single quotes.
4. Useful guides for contributors to J-KAS are the following: Scientific style and format: the CBE manual for authors, editors, and publishers, 6th ed., Cambridge University Press, 1994; The Chicago manual of style, 15th ed., University of Chicago Press, 2003; The ACS style guide, 1997; and AIP style manual, 4th ed, American Institute of Physics, New York 1997.

4. IN-TEXT CITATION OF LITERATURE

1. Cite publications in the text by author(s) and date – e.g., (Readley 1994); multiple citations should be in chronological order and separated by semi-colons – e.g., (Foster 1976; Ashley et al. 1987; Brown 1994); multiple citations of works by one author(s) should be in chronological order – e.g., (Jones 1978, 1983); publications by one author(s) in the same year should be distinguished by a, b, c, etc. – e.g., (Smith 1994a, 1994b). For in-text references to works with one or two authors use names of both authors – e.g., (Jones and Williams 1991); for works with three or

more authors use name of the first author followed by et al. – e.g., (Lee et al. 1985).

2. Do not include any reference unless it has been published or accepted for publication (“in press”; see below).

5. LITERATURE CITED

1. List all authors of each entry.
2. Do not abbreviate journal titles.
3. The first line of each reference should be typed flush left; the remaining lines should be indented five spaces.
4. Examples of common types of references are given below.

JOURNAL ARTICLE:

Lacki, M. J. 1994. Metal concentrations in guano from a gray bat summer roost. Transactions of the Kentucky Academy of Science 55:124-126.

BOOK:

Ware, M., and R. W. Tare. 1991. Plains life and love. Pioneer Press, Crete, WY.

PART OF A BOOK:

Kohn, J.R. 1993. Pinaceae, Pages 32-50 in J. F. Nadel (ed). Flora of the Black Mountains. University of Northwestern South Dakota Press, Utopia.

WORK IN PRESS:

Groves, S. J., I. V. Woodland, and G. H. Tobosa. n.d. Deserts of Trans-Pecos Texas. 2nd ed. Ocotillo Press, Yucca City, TX.

WORLDWIDE WEB SITES: (*Listing of web sites in the Literature Cited is not encouraged, but if it is needed, please follow the guide below.*)

Smith, A.W. 1999. Title of web site. Web site address. Date accessed (06/12/2005)

6. ILLUSTRATIONS

FIGURES (LINE DRAWINGS, MAPS, GRAPHS, PHOTOGRAPHS)

Figures may be high resolution digital format or camera-ready, glossy, black-and-white prints of high quality or laser prints of presentation quality. These should be designed to use available space effectively: a full page or part of one, or a full column or part of one. Hard copy figures should be mounted on heavy white board and covered with a protective sheet of paper; photographs to be grouped as a plate should have no space between them. Dimensions of plates must observe page proportions of the journal. Each illustration in a plate may be numbered as a separate figure or the entire plate may be treated as on figure. Include scale bars where appropriate. Lettering should be large enough to be legible after reduction; use lowercase letters for sections of a figure. Figure captions should be self-explanatory without reference to the text and should be entered

together on a page separate from the text. Number figures in Arabic numerals. Statistics presented in figures should be explained in the caption (e.g., means are presented + SE, n = 7).

TABLES

Each table and its caption must be **double-spaced**, numbered in Arabic numerals, and each is set on a sheet separate from the text. Captions should begin with a title relating the table to the paper of which it is a part; it should be informative of the table's contents and should be self-explanatory without reference to the text. Statistics presented in the table should be explained in the captions (e.g., means are presented + SE, n = 7). Tables should be submitted in hard copy only; they need not be included on a disk.

7. ETHICAL TREATMENT OF ANIMALS AS RESEARCH SUBJECTS

If vertebrate or invertebrate animals are involved in a research project, the author(s) should follow those guidelines for ethical treatment of animals appropriate for the subjects, e.g., for mammals or for amphibians and reptiles. Papers submitted to J-KAS will be rejected if their content violates either the letter or the spirit of the guidelines.

8. PROOFS

Authors are responsible for correcting proofs. Proofs must be returned to the editor within 3 days after the author receives them; delay in return may result in delay of publication. The author also is responsible for checking all literature cited to make certain that each article or book is cited correctly. Extensive alterations on the galley proofs are expensive and costs will be borne by the author.

9. REPRINTS

Reprints are available in PDF format and are to be ordered from Allen Press when the galley proofs are returned to the Editor.

10. PAGE CHARGES

Pages charges are assessed to authors of papers published in J-KAS at the rate of \$35.00 per page or partial page.

11. COPYRIGHT

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