An Example Manuscript for Submission to the Journal of Natural History Education and Experience

Stephen C. Trombulak and Thomas L. Fleischner

Stephen C. Trombulak (trombulak@middlebury.edu) is a professor in the Department of Biology at Middlebury College, Middlebury, Vermont 05753 U.S.A. Thomas L. Fleischner (tfleischner@prescott.edu) is a professor in the Environmental Studies Program at Prescott College, 220 Grove Avenue, Prescott, Arizona 86301 U.S.A.

Abstract

This paper briefly demonstrates the requested style for submission of a manuscript to the Journal of Natural History Education and Experience. We explicitly discuss or implicitly demonstrate the stylistic requirements for a manuscript so that articles published by the journal have a consistent, straight-forward style. Our goal is to make the process of preparing a manuscript simple for the authors, the process of preparing an accepted article for publication easy for the editor, and the process of reading an article pleasurable for the user. This document was revised in July 2011 from the original version in order to reflect changes associated with the journal’s move to a new web format.

Introduction

The Journal of Natural History Education and Experience seeks to be a different kind of journal in organization as well as in content. We want to make the publication process as smooth and fast as possible while at the same time relying on a volunteer staff and maintaining the highest quality in both peer-review and publication standards. This requires that authors make an effort to submit manuscripts that are as ready for publication as possible. To minimize guesswork, we illustrate or describe here the guidelines for all aspects of a manuscript.

Manuscript Presentation

Writing style. All papers must be submitted for review in English. Articles that are accepted for publication can be published simultaneously in other languages; however, it is up to the author to provide the translation. Write with precision, clarity, and economy. Use the active voice and first person whenever appropriate. Use American spellings (e.g., color, not colour) except when alternate spellings are used in citations. We recommend the CBE Style Manual, Sixth Edition, for details of style.

Spacing and indentation. Single-space all material (text, quotations, figure captions, tables, references, etc.). Separate paragraphs with a space. Do not indent paragraphs. Use hanging paragraphs for bulleted or enumerated lists. For example:

1. This would be the first item in a list. If the text in the first item were so long as to wrap around to the second line, it would begin under the first word of the first line.
2. This would be the second item in a list.

3. The same style would be used if the list were bulleted instead of enumerated.

_Font_. Use 12-point Times New Roman font.

_Tables_. Tables are columns of numbers or text. Place each table on a separate page at the end of the manuscript. Place a brief descriptive caption above each table. Tables should be numbered sequentially; thus, Table 1, Table 2, Table 3. Be sure that all tables are cited in the text, as this will indicate approximately where in the final version the table should be placed.

Tables should be created with the Table feature of your word processor and _not_ by simply using the Tab key. For example, Table 1 gives a simple list of some (but not all) items to consider in a manuscript. (Note: This table is shown embedded within the manuscript for ease of your use, but in a submitted manuscript, it would be placed on a separate page at the end of the paper.)

Table 1. Summary of style requirements for _JNHEE_ articles.

<table>
<thead>
<tr>
<th>Element of manuscript</th>
<th>_JNHEE_1 style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>Font</td>
<td>12-point Times New Roman</td>
</tr>
<tr>
<td>Line spacing</td>
<td>Single</td>
</tr>
<tr>
<td>Paragraph spacing</td>
<td>Blank line between paragraphs</td>
</tr>
<tr>
<td>Enumerated lists</td>
<td>Hanging paragraph</td>
</tr>
<tr>
<td>Page numbers</td>
<td>None</td>
</tr>
</tbody>
</table>

1 _Journal of Natural History Education and Experience_

_Figures_. All graphics that are not tables—such as drawings, photos, maps, flow charts, and graphs—should be called and treated as figures. All figures should be sent as separate files in jpg format, and each file should be labeled with the figure number. All jpgs should be large and high resolution so they may display clearly on the web site. Write a brief descriptive caption for each figure and place them sequentially together on a page following the tables (if any). Figures should be numbered sequentially; thus, Figure 1, Figure 2, Figure 3. Be sure that all figures are cited in the text, as this will indicate approximately where in the final version it should be placed.

Please avoid including numerous photographs of teaching locations or of students engaged in activities. The primary purpose of an article should be to convey information. Thus, all figures should provide essential information for the article. Do not include figures for which you do not hold the copyright. Figure 1, for example, shows how a caption provides explanatory information about a photograph.

Figure 1. Demonstration of how to safely hold a bird in preparation for applying a leg band.
Appendices. A table that gives information not critical to understanding the flow of the text can be given in an appendix at the end of the paper following the References section (and before any tables and figure captions). Format appendices as described for tables. Number appendices sequentially, and cite each appendix in the text where appropriate. For example, Appendix 1 provides a checklist of all the points mentioned in this paper, which will help authors be sure that they are using proper format.

Page numbers. Do not add page numbers in either headers or footers. These will be added along with citation information by the editor before the manuscript is converted to a pdf.

Web links. You may include URLs to web resources in your article (http://www.ouremailaddress.org), including in the References section. If possible, convert URLs to hyperlinks to facilitate their usefulness to the reader.

Numbers and units. Whenever possible, use the International System of Units (SI) for measurements. Use leading zeroes with all numbers less than 1, including probability values (e.g., P < 0.001).

Type effects. Do not use type effects except for the following elements:

- Bold face first-order section headings and the title of the article.
- Italicize second-order section headings; scientific names; titles of journals, magazines, books, and newspapers; and emphasized words.

Footnotes. Avoid footnotes in the body of your manuscript; footnote material can always be incorporated into the text, which benefits the reader. Numbered footnotes below tables, if necessary, are acceptable, as shown in Table 1.

Citations. When citing a reference in the text, use the style shown in the examples in the following paragraph. All of these styles are acceptable, but please note the preferred use of
punctuation. When listing more than one citation in a single list, please list them chronologically starting with the oldest.

It has been said that natural history education is important (Wilcove and Eisner 2000). Fleischner (1999) argues that natural history has deep roots in human history. Numerous authors suggest that natural history is an important part of other disciplines (Trombulak and Klyza 2000, Trombulak et al. 2004, Fleischner 2005), such as conservation biology and natural resource management. The term “et al.” is an abbreviation for the Latin phrase “et alia,” meaning “and others.” It should be used when there are three or more authors. Note the correct punctuation. Some authors have published more than one article (Fleischner 1999, 2005), and some even publish more than one in a single year (Eisner 2003a, b). The use of the letters “a,” “b,” and so on should only be used if you cite two or more articles that all have the exact same authors and are published in the same year.

**Writing a References Section**

The purpose of a References section is to provide information to readers on how they can find a source of information you used in your article. If a reader could not find a reference based on the information you provide, then either the citation you provide is not complete or it is not a citable source. Thus, do not cite unpublished documents (e.g., class handouts) or personal communications. Full references to all articles cited in the text must be given in the References section. All references given in the References section must correspond to citations in the text. Please double check this before submitting a manuscript. The list should conform in sequencing and punctuation to those given in the References section below. Please note that the references given in the References section below provide examples for all of the various types of publications you might use.

Please note especially the following:

- Use initials for first and middle names.
- Give the names of all the authors.
- For date of publication, only provide the year unless it is a newspaper article, in which case provide the complete date.
- Spell out titles of journals.
- Titles of articles should be the same as what was used in the original publication.
- When possible, include URLs for material available online. URLs should not be included for material that is posted on an author's website unless it is not available by any other means and is integral to the paper. However, referencing such material obligates the author to maintain it in perpetuity.
- List references alphabetically by first author. If the first author is the same on two or more references, list them alphabetically by second author. If all the authors are the same, list the references chronologically (oldest to most recent). If all the authors are the same and the references were published in the same year, use the convention of adding a letter
(starting with “a”) after the year. (Please remember that if you use the letter convention in the References section, you must use the letters when you cite the article in the text.)

Acknowledgements

The authors thank the members of the Editorial Advisory Board for their careful review and approval of these guidelines.

References


Appendix 1. A checklist of proper format for manuscripts submitted to Journal of Natural History Education.

**Overall Format**

- 12-point, New Times Roman font only
- 1-inch margins on top, bottom, left, and right
- No page numbers
- No text in headers or footers
- Left justified with ragged right edge, except where noted as an exception

**Elements of style**

- Use concluding comma with sequences; for example, this is an example sentence with one, two, and three items in sequence with properly placed commas
- Write in English, using American spellings
- Use SI units for measurement
- Insert leading zeros for numbers less than 1 (e.g., 0.05)

**Paragraphs**

- Single spaced
- No indentation
- Blank line between paragraphs

**Title**

- Centered, bold-faced

**Author names**

- Centered, plain-faced

**Author addresses**

- Written as complete sentence
- Email address in parentheses
- Full postal address, including country

**Abstract**

- Simple description of the contents of the article

**Headings**
First order: bold, capitalize first letter of major words, separate line
Second order (if any): italic, ending with a period, followed by text

Tables
Create tables with the table feature of word processor, not tabs
Use horizontal lines to enclose table and headings only
No vertical lines
Place a descriptive caption place above the table
Place tables sequentially at the end of the paper, following any appendices
Number tables sequentially (1, 2, 3, …)
Cite each table in the text

Figures
Use jpg or gif format only
Copyright held by one of the authors
Write a descriptive caption for each figure and include on a “figure captions” page at the end of the paper (after the tables)
Send each jpg as a separate file, labeled by figure number.
Used sparingly
Number figures sequentially (1, 2, 3, …)
Cite each figure in the text

Bulleted or enumerated lists
Hanging paragraphs

References
Alphabetical in References section, chronological in text
Follows style shown in Example Manuscript
Use “et al.” in the text when a reference has three or more authors
All references cited in the text should be included in the References section
Only references cited in the text should be included in the References section

Footnotes
No footnotes except when necessary with tables

Appendices
Formatted as a table
Included at the end of the paper, following the References section

Sequence
In summary, the sequence of material in the paper should be title, author names, author affiliations, abstract, body of the paper, acknowledgements, references, appendices (if any), tables (if any), and figure captions (if any).

Figures should be sent as separate jpg files, labeled with the figure number.