Preparing Your Manuscript for Review

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Please submit the manuscript in a paginated pdf document. If you need advice on how to create a document pdf with images, let us know. If it is difficult to integrate the figures with the text, they may be grouped at the end of a chapter. If you think figures should be viewed at full resolution in review, do submit them as separate files, and we will make them accessible for reviewers. Submit graphic material in a format readable in Adobe Photoshop and/or Illustrator. All images must be at least 300 dpi in resolution, and should be jpg or tif files. Graphics should be submitted in high-resolution pdf or Illustrator, or Excel, and tables in Word or Excel (thus, all text editable, and not jogs). If you have used a different program to create your graphics, check with the Publications Director to determine the best format for submission.

Before submitting the final manuscript, check the following points:

» Make sure that the totals in the tables are correct. If frequencies or percentages are reported in the text, make sure that the figures or tables agree.

» Verify that the figure and table numbers are correct. Supply consolidated lists of figures and tables for all chapters. Be certain that the figure is called out correctly in the text with the chapter number and the figure number (for example, Figure 3.2; Figure 6.10).

» Provide a glossary of foreign terms with correct spelling and diacritical marks. If relevant, also provide a list of Linnaean biological names with correct italics and capitalization.

» Check citations against the text and vice versa. Every text citation must appear in the bibliography and every bibliographic listing must be cited somewhere in the text. Determine whether any of the “in press” citations have now been published. If you are creating a consolidated bibliography, use the multi-citation by year format (1996a, 1996b, and so on) and check the citations in all chapters to make sure the correct letter (a, b) is appended.

FORMATTING YOUR MANUSCRIPT
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Number figures consecutively within each chapter: Figure 1.1., 1.2., 1.3., and so on. Captions should be typed with initial cap only (excepting, of course, proper names). Do not use a period at the end of the caption unless the caption is a complete sentence, but please do use a period after the last number (as, Figure 3.2.). Place the credit or source after the caption in italics, not in parentheses. For example:

» Figure 3.2. A Seuss ceramic vase showing a cat. All illustrations prepared by author.

» Figure 3.2. A Seuss ceramic vase showing another cat. Drawing by T. Geisel.

TABLES
Number tables consecutively within each chapter: Table 2.1., 2.2., 2.3., 3.1., 3.2., 3.3., and so on. Number tables separately from figures. Table title should be typed with initial cap only (except for proper names). For example:

Table 3.2. The frequency of cats in hats

Use *, **, *** to indicate notes in tables. Don’t use superscripted numerals.
BIBLIOGRAPHY

GUIDELINES FOR EDITORIAL STYLE
Please follow SAA style. In cases not covered in the SAA style guide, we default to The Chicago Manual of Style for all matters of editorial style and formatting, and Merriam-Webster’s Collegiate Dictionary for spelling.

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Metric measurements are abbreviated without a period: cm, m, ml, g, mg, and km. English measurements are not abbreviated: inches, acres, feet, yards, and miles. Do not use these abbreviations: e.g., i.e., etc., and cf. Use English equivalents: for example, that is, and so on (or and so forth), see, and compare.

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Names of cultural periods, as well as geological periods, are capitalized: Neolithic, Paleolithic times, Bronze Age, Iron Age, Early Iron I, Early Thessalian, Miocene period, Pliocene, Early Preclassic period, pre-Columbian, and pre-Hispanic. Do not, however, capitalize such words as era, period, phase, horizon, and so forth.

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Capitalize references to tables and figures in other books:
» Seuss 1962: Fig. 3
» Geisel 1976: Table 3.2

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» cédulas (decrees)
» el voto de sangre (vow of blood)
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» Urnegang (balloting)

Foreign terms used repeatedly in the manuscript should be italicized on their first appearance only. If many such words appear in the manuscript, consider preparing a glossary.
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When citing a range of numbers in text, use “from” and “to,” not a hyphen: “The length ranges from 2 to 7 cm,” not “The length ranges from 2–7 cm.”

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