

Manuscript Preparation Guidelines

These guidelines are to aid authors in preparing manuscripts for publication by the Arkansas Agricultural Experiment Station and the Dale Bumpers College of Agricultural, Food and Life Sciences. The basis for the style is Scientific Style and Format: *The Council of Science Editors (CSE) Manual for Authors, Editors, and Publishers*, and the *Associated Press Stylebook*.

Publications include the Research Report and the Research Series.

Research Series publications are for annual or periodic reports on research and test results. Examples include reports on research progress in a commodity, such as rice or cotton, or a program area, such as soil fertility or animal science, with articles compiled by a faculty editor. Variety trials and herbicide tests results are published as Research Series publications.

The **Research Report** series is for non-periodic publications, typically on significant research results and related information of interest to an Arkansas audience.

Every publication produced through the Division of Agriculture Communications gets distributed electronically to our standard mailing list comprised of campus and Division departments and leadership, research stations, county agents, state and local libraries, etc. Each publication is also posted to our searchable publications website.

The format of publications is flexible to allow for those that do not adhere to a standard research journal format as outlined in Item 5. This is to allow for presentation of research results in a manner that more directly relates to issues of interest to readers who may not be scientists.

Review and Submission of Manuscript for Publication

All manuscripts must be reviewed within the principal author's department by two faculty members with selection of reviewers and other details determined by departmental policy. The manuscript must be submitted for publication by the department head. Reviewers and department head must sign and date a "Request for Publication Review and Approval" form attached to a copy of the manuscript. Send manuscripts directly to Division of Agriculture Communications, not the Director's office. Additional details are provided on the Request for Publication Review and Approval form (see link below).

1. Download a PDF of the Request for Publication Review and Approval form available on our webpage or by emailing ghalleck@uark.edu to make a request for one to be sent to you.
2. Planning the Publication

- Contact Gail Halleck, Research Publications Editor, Division of Agriculture Communications, to discuss details such as format, audience, length, web-only versus print, etc. 575-5670; ghalleck@uark.edu

3. Preparing the Manuscript

- Manuscripts submitted for review, editing and publication should be double-spaced with pages numbered sequentially. An electronic copy in MS Word only must be provided on a jump drive, drop box, or as an e-mail attachment (unless electronic file size prohibits e-mail attachment) after manuscripts are accepted for publication. A spell-check should be run on the full document prior to submission and after revisions.

4. Title Page

- The title page should include:
The authors' complete names as they are to be printed. Authors' title (assistant, associate, etc.) and affiliation (university, department, city, and state) when the paper was written. Current information for authors who have changed positions.

5. Table of Contents

- Label this page as CONTENTS. Use the following major subdivisions as a general format:
 - * Abstract (250 words or less)
 - * Introduction
 - * Procedures
 - * Results and Discussion
 - * Significance of Findings
 - * Acknowledgments
 - * Literature Cited

This is only a general format; it may be altered to meet specific needs.

6. Key Words

- List key words after the Abstract: usually three or four words or phrases.

7. Standard Footnotes

- Two unnumbered footnotes will be added on the introductory pages:

Arkansas Agricultural Experiment Station, University of Arkansas System

Division of Agriculture. Mark J. Cochran, Vice President for Agriculture and Director; Jean-François Meullenet, Associate Vice President for Agriculture-Research.

The University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services without regard to race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital or veteran status, genetic information, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.

8. Citation of Sources in the Text

- Preferred: Author's name followed by year of publication in parentheses (Smith, 1981) or (Smith and Jones, 1974) or (Jones et al., 1965).

9. Figures and Tables

- Figures and tables must be submitted as electronic PDF, JPG, or TIFF files. For print resolution, it is necessary to submit all figures at 300 dots per inch (dpi) and 4 inches wide (or 1200 pixels). All figures should be generated by authors in the original charting software at 300 dpi at a standard figure width of 4 inches (select "constrain proportions" and height will default proportionally), and exported or saved as either PDF, JPG or TIFF, if the original charting software offers these formats. If not, save all figures as TIFF files out of Adobe Photoshop or other similar software.
- Prepare tables using Microsoft Word Table function. Using tabs and spaces causes many problems and should be avoided.
- Tables and figures should stand alone. The reader should not have to refer to the text for pertinent information. Therefore, subject, location, date, spell out abbreviations, etc., in table headings and figure captions. However, table headings and figure captions should be succinct. Capitalize only the first letter of the first word in the caption and the first letter of any proper nouns. Confirm, prior to submission, that all tables and figures have headings and captions. Tables should be single spaced, Helvetica 9-point plain type and only table titles bolded and centered in the first row of the table. Figure titles only should be 9-point Helvetica, bolded and centered below the figure. Use only 0.5 rules.

10. Units

- Use units of measurement that are appropriate for the intended audience.

11. Numbers

- Spell out numbers one through nine in the text unless the number is a numerical value.

Examples:

- The treatment was replicated three times. The flavor was given a rating of 3. Plate waste was 3% of total intake.

12. Abbreviations and Symbols

- Use the abbreviation or symbol for a unit of measurement in the text only if the unit is preceded by a number; the same abbreviation symbol is used for the singular and for the plural form of the unit.

Examples:

Plate waste was measured as a percentage of total intake (not "plate waste was measured as a % of total intake"). Cattle weights were measure in pounds (not in "lb"). The wire was: 1 in. long... 3 ft long... 15 cm long. One liter was added.

Most abbreviations do not take periods unless they fall at the end of a sentence. However, use a period with any abbreviation that could be confused with a word (in. for inch is an example), and always spell out liters to avoid confusion.

Use degree symbols when reporting temperatures.

Example: Room temperature is 25 °C (77 °F).

13. Serial Comma

- In a series of three or more terms with a single conjunction, use a comma after each term except the last.

Example: The American flag is red, white, and blue.

14. Hyphens

- Use hyphens in compound modifiers. The following examples will demonstrate the difference in meaning a hyphen can make:

* 100 cow herds (100 herds of cows)

* 100-cow herds (herds of 100 cows each)

* light transmission instrument (a transmission instrument that doesn't

weigh much)

- * light-transmission instrument (an instrument that transmits light)

Some examples of CORRECT usage of hyphens are as follows:

- * spur-of-the-moment decision
- * a two-thirds ownership
- * two 30-mm rods
- * a six-year-old child
- * a 7.1-m row
- * a high-yielding cultivar
- * within-breed effect
- * a one-minute exposure

15. Acknowledgments

In addition to acknowledging all funding sources as well as the University of Arkansas System Division of Agriculture in all Division research publications, please see the link on our website for further explanation on required acknowledgments for Division work that is funded by any USDA agency and/or NIFA Capacity Grant.

16. Literature Cited Format

- Provide all of the needed information such as author(s), date of publication, title, publisher, place where published, editor(s), etc. For conference proceedings, provide author(s), location and dates of the conference, place where proceedings were published and the publisher, date of publication and applicable paper numbers, page numbers, etc. Lower case the article and book titles except for the first word and proper nouns, and do not use underline or italics for book titles. Please use the standard acceptable abbreviation for journal titles, and spell out titles of obscure journals.

Example: Journal articles

McKenzie, A.J., W.F. Spencer, K.R. Stockinger, and B.A. Krantz. 1963. Seasonal nitrate-nitrogen content of cotton petioles as affected by nitrogen applications and its relationship to yield. *Agron. J.* 55:55-59.

Example: Books

Brody, S. 1945. *Bioenergetics and growth*. Reinhold Publishing Co., N.Y.

Example: Unpublished master's theses

Reitmeier, C.A. 1975. Physiological studies of brown-end discoloration in snap bean pods. Unpublished Master's thesis, Department of Horticultural Food Science, University of Arkansas, Fayetteville.

Example: Conference proceedings Frans, R., R. Talbert, and R. Rogers. 1982. Influence of long-term herbicide programs on continuous cotton. pp. 228-229. In: Proc. Beltwide Cotton Production Research Conference, Las Vegas, Nev. January 1982. National Cotton Council of America, Memphis, Tenn.

If you have questions at any time during the preparation of your manuscripts, refer to the Council of Biology Editors Style Manual or contact the research publications editor in the Division of Agriculture Communications office, Agriculture Building 110, Fayetteville. Telephone: (479) 575-5670.