

STYLE GUIDELINES

Manuscript format

Arrange manuscripts in the following order: Top sheet, cover page, table of contents (including lists of maps, figures, and tables), abstract, introduction, text, acknowledgments, literature cited, appendices, index, figures, figure captions, and tables.

Top sheet

On the top sheet, please type the title of the manuscript, the series to which it is being submitted, and your name, address, research or academic affiliation, telephone number, fax number, and e-mail address.

Everything following the top sheet is to be double-spaced when submitting for review.

Cover page

On the next sheet, type the information that appears on the front cover of *Fieldiana*. Use zeros as placeholders for information to be filled in later, such as series no., publication no., and date of publication:

FIELDIANA

[Series name (Anthropology, Botany, Geology, or Zoology)]
NEW SERIES NO. 00

[Title—Boldface and flush left]

[Author/s—If using initials, add space between two initials, e.g., L. D. Lang]

[Date]

Publication 0000

PUBLISHED BY FIELD MUSEUM OF NATURAL HISTORY

Table of Contents

Type the table of contents to match the contents of your manuscript. The table of contents may not be carried beyond three levels of heads, and you may choose to use only two, leaving out third-level and subsequent headings. The table of contents also includes a **list of maps**, **list of figures** (start with the frontispiece, if you have one), and **list of tables**.

The wording in the list of figures is a *short* statement of what each figure shows. It is *not* a figure caption. For example, a figure caption that read, “The rocky cliff on the western side of the Mitla Fortress.” would be shortened in the list of figures to, “The Mitla Fortress from the west.” The list of tables may contain the exact table titles or short statements of what the tables show; the former is preferable in most cases. There are many more examples in recently published issues that may be followed (see PDF).

Abstract

Brief and to the point. Boldface and flush left abstract head and indent first line of abstract. For example:

Abstract

Telaranea is the third largest genus of Lepidoziaceae, after *Bazzania* (over 450 species) and *Lepidozia* (over 300 species.). . . .

Resumen, résumé

A *resumen, résumé*, or abstract in any other language may immediately follow the abstract. It should be an exact translation and should be grammatically and orthographically correct (add all of the diacritics). Style this exactly like the abstract. Add a line space between the abstract and the resumen.

Affiliation footnote

These are rare. They may appear when each chapter of the monograph is by a separate person or group of people.

Introduction

An introduction is not always needed, but you may want to include an introduction. An introduction is part of the book's front matter; it does not receive a chapter title and is not always appropriate as a section title.

Materials and methods

This section is a detailed but concise account of how you conducted your work, including research strategy and field methods. List any abbreviations and definitions of acronyms here. Use standard abbreviations for institution names and collections. See section on abbreviations for more information.

Material examined

You may decide to list specimens in a separate section or as an appendix. You may include physical details about each specimen and the catalog number, locality, and name of collector.

Text

The headings in the text should match the headings in the table of contents. For clarity, we recommend not exceeding four heads in text. Please follow this format for heads:

Head 1:

Boldface, initial caps, flush left, and set in 11-point type

Head 1

Head 2:

Boldface, italics, initial caps, flush left, and set in 9-point type

Head 2

Head 3:

Set in Caps and small caps, set in 9-point type, indent paragraph, add em dash, and then run in text.

HEAD 3—Text follows.

Head 4 (rare):

Initial caps, indent paragraph, add em dash, and then run in text.

Head 4—Text follows.

You may use the words *above* and *below* to reference close material; for distant material, however, we recommend identifying the section parenthetically, e.g., “(see earlier discussion under History and Culture).”

Be sure to indicate in your manuscript where you want figures and tables placed. We may have to place them elsewhere due to restrictions of design and page layout. A common problem is running out of text before one runs out of display elements, in which case we will try to place all figures or all tables in one, two, or three galleries.

In-text citations

- Use author–year style in chronological, then alphabetical, order. Use a comma between author and year. For three or more authors, list the first author followed by et al. (Smith et al., 1963). For two or more citations listed together, separate with semicolons (Smith et al., 1963; Jones, 1999).
- When there’s more than one reference with the same author/s and date, use letters to distinguish one from the other: (Smith, 1963a) and (Smith, 1963b).
- Use ampersands within parentheses but spell out *and* otherwise: (Smith & Jones, 1963); Smith and Jones (1963).
- Personal communications referenced in text: (Heitman, pers. comm.).
- Use lowercase when referring to other authors’ figures, tables, plates, or chapters.
- When citing direct quotations in the text, include page numbers: (Smith, 1963: 171).
- Immediately after binomial names, taxonomic authorities are the only citations that should appear in parentheses unless you make it clear that the citation is not an authority.

Referring to tables and figures in text

Capitalize Table and Figure. Spell out Figure in text, but use (Fig.) or (Figs.) in parentheses. Use lowercase when referring to other authors’ figures, tables, plates, or chapters.

Footnotes

Don’t use them. The *Fieldiana* format is simply not appropriate for footnotes or endnotes.

Acknowledgments

Acknowledgments are limited to three kinds: financial support, professional assistance (loan of specimens, use of research facilities, etc.), and truly exceptional personal contributions. The acknowledgments should be placed before the literature cited section.

Literature Cited

- Use the head Literature Cited, not References.
- Use author–year style, with references ordered strictly alphabetically. Author names should be in caps and small caps.

- Spell out names of all journals and book publishers.
- Use a single 3-em dash for an exact repetition of author or authors.
- Remember to include a space between two or more author initials: MILLER, W. D.
- Capitalize the first letter following a colon for both journal article and book titles.
- If an issue number is used, use this style: **34**(3): 111–113.
- Page numbers should be all inclusive: 104–109, not 104–9.
- It is not necessary to include total number of pages for books.

It is the author’s responsibility to make sure that all in-text citations have a corresponding entry in the literature cited section and vice versa. Also please make sure that dates and spelling match.

Examples

JOURNAL AND SERIES ARTICLES –

MADIN, L. P., AND G. R. HARBISON. 1978. Salps of the genus *Pegea* Savigny, 1816 (Tunicata: Thaliacea). *Bulletin of Marine Science*, **28**: 335–344.

MILLER, W. D., AND J. D. BROTHERSON. 1979. Size variation in foot elements of *Bison* from Rancho La Brea. *Contributions in Science*, **323**: 1–12.

BOOKS –

KROMBEIN, K. V. 1967. *Trap-Nesting Wasps and Bees: Life Histories, Nests, and Associates*. Smithsonian Institution Press, Washington, D.C.

CHAPTER IN A BOOK OR PROCEEDINGS VOLUME –

CHAVE, K. E. 1964. Skeletal durability and preservation, pp. 77–187. *In* Imbrie, J., and N. Newell, eds., *Approaches to Paleoecology*, Vol. 11. Wiley, New York.

MONOGRAPH SERIES –

CARROLL, R. L., AND P. GASKILL. 1994. Osteology of *Simosaurus* and the interrelationship of stem-group Sauropterygia (Reptilia, Diapsida). *Fieldiana: Geology*, n.s., **28**: 1–85.

Appendices

Appendices follow the literature cited section. Begin the appendix on a new page. If figures or tabular material are to accompany an appendix (or compose the totality of the appendix), it should be clearly labeled as such. Each appendix should be designated with roman numerals: Appendix I, Appendix II. Lengthy appendices of only indirect relevance to the manuscript may best be made available online instead of printed along with the rest of the volume.

Index

The value of your work will be enhanced by an index. After you check the page proofs, you may use it to create the index. Please supply the index as an electronic file and as double-spaced copy. Include all significant items, taxonomic synonyms, and major topics of discussion.

Figures

We refer to all illustrations—line drawings, maps, graphs, and photographs—as figures. Please number them consecutively using Arabic numerals. In *Fieldiana* anthropology contributions number the figures and tables according to which chapter they belong to: Fig. 1.2 or Table 5.1. In the other series the figures and tables are numbered consecutively: Fig. 2 or Fig. 5. In running text, capitalize and spell out. In parentheses, please use (Fig.) or (Figs.). See **Figure captions** section in this document for specific caption formatting.

Original artwork or electronic files may be submitted for publication.

Original art

- Reproduction size will be no greater than 10" x 6.75". Size of original artwork should be no less than it's reproduction size, and no greater than twice it's reproduction size. All original artwork must be labeled.
- Labels should contain the Journal Name, Author, Figure #, MS#, and percentage reduction or final column size desired, and should be filled out legibly using BLACK ink. If the artwork is in color, please indicate on the label whether it is to be reproduced in color or black and white.
- Labels should be placed at the tops of figures, no more than ½" from the image area. Removable figure labels should be used. Please keep labels small. Do NOT label or write in ink on the back of the artwork, as it may bleed through upon reproduction.
- If assembling multiple pieces of artwork into one plate, the artwork should be mounted on stiff white board, which is less than 1/8" thick. Use a glue stick to mount figures securely. Do not use tape of any kind.
- If you want figures placed on facing pages or in specific association with each other or with other material, please indicate that. Also, please indicate where you envision placement of your figures if it is other than the first mention in the text.
- If lettering is required on an image, rub-on transfer letters are preferred over Kroy type. Letters and labels on the figure should be placed at least 1/8" from all edges of the figure. Scale bars should always be included with the figure rather than in the figure caption. Final type size of letters on the figure should be no less than 8 points, and should be fairly consistent within the manuscript.
- Half-tone images (such as black and white photographs) should be submitted as close to final size as possible. They must be high contrast and show fine detail.
- Figure captions should not appear on the figures themselves, but should be grouped together and double-spaced on a separate sheet of paper (or a separate electronic file). Captions should be self-explanatory and should not require reference to the text. The word *Figure* should be abbreviated and set in small caps, FIG. The captions should be in paragraph style, and the parts of a figure in boldface: **(A)**, **(B)**.

Additional information on original art specifications is provided by Allen Press at http://www2.allenpress.com/allen_press/apguides/Conventional_Art_Prep.pdf. Art reshoots made because the author was not clear in his or her specifications, or for any author-generated reason, will be charged to the author without exception.

Electronic art

We prefer line art, halftones and color figures as digital files.

- Halftone and color images should be submitted at desired print size, no less than 300 pixels per inch (ppi or dpi). Digital color files must be in CMYK mode. Digital color proofs supplied must be output in CMYK mode. Halftones should have dot end settings of 2% in the lightest area of the image and 98% in the darkest area.
- If submitting photographs taken using a digital camera, please use the highest resolution setting option with the least amount of compression. Please refer to your camera's manual for more information. *Please note that images that are downloaded from the internet are usually in JPEG or GIF format and 72 dpi. These are not acceptable for print.*
- Line art should be submitted at desired print size, no less than 1200 dpi.
- TIFF or EPS file formats are preferred, and may be submitted for both PC and Macintosh platforms. We also accept image files in the following Native Application File Formats: Adobe Photoshop (.psd), Adobe Acrobat (.pdf), Illustrator (.ai), PowerPoint (.ppt), Word (.doc) and Excel (.xls). Files are accepted on 3.5" floppy disk, CD or DVD.

Please include with your submission a directory of the files contained on the disk and a hardcopy printout of each figure. The hardcopy must match the digital file. Please include the screen and printer font files for any text that has been added to the figure. Adobe PostScript fonts should be used. Please do NOT use TrueType or system "bitmap" fonts. To avoid font problems, convert all type to curves or paths.

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Tables

Tables should be submitted electronically in a standard software program, with an accompanying printout of each table printed on a separate page. Place each table in a separate electronic file. Occasionally, tables may be submitted as camera-ready copy. All but camera-ready copy must be double-spaced. If tables are submitted as camera-ready copy, please provide a separate list of table heads. These heads will be typeset conventionally and set with the corresponding tables during production.

Please indicate in your manuscript where you envision the placement of your tables, if it isn't to be at, or near, the first mention in the text. Tables should be self-explanatory and not require reference to the text.

Tables should be styled as follows:

- Number tables consecutively with Arabic numbers.
- Try to keep headings as brief as possible.
- Use horizontal lines to separate headings or column labels, and add a single line at the bottom of the table. Do not use vertical lines.
- Double space the entire table
- 12-point font is preferred. The minimum is 10-point font.
- Boldface column heads; cap then lowercase.
- Cap then lowercase stub columns (left most).
- Be consistent with footnote designators: symbols are the most common (*, †, ‡, §, ¶, #, **, ††, ‡‡, §§, ¶¶, ##, etc.) but letters or numbers may be used for statistical data. Paragraph indent footnotes and use a thin space after designator.
- Be consistent with treatment of cells with no data; blank cells are okay, or you may insert a hyphen.

- All tables and figures must fit on a *Fieldiana* page (10 x 6-3/4 inches) and in the *Fieldiana* format. It is the responsibility of the authors to split oversize figures and tables into manageable page-size pieces.

See here and the *Fieldiana* website for examples of tables.

Use of Protected Materials—Permissions

Authors who use previously published materials, *in whole or in part*, that are under copyright protection, or any other protected material, must submit written permission to use this material in *Fieldiana* by the stage of **final acceptance**. *Warning!* Obtaining written permission can easily take six months to a year; therefore, we suggest you begin as early as possible.

Abbreviations and acronyms

- Spell out terms in full for first appearance in abstract and again for first appearance in text. Do not spell out again in figure captions or tables.
- It's okay to begin a sentence with an acronym, but not an abbreviation.
- Use small caps for institutional acronyms: FMNH.

Hyphenation

- Follow usual rules: run together most prefixes and suffixes, except hyphenate to avoid double vowels (intra-abdominal) and triple consonants (bell-like); but defer to *Merriam-Webster's* 11th edition (preempt).
- Use an em dash in open or hyphenated compounds: pre–World War II; non–weight-bearing leg. And between two units of equal weight: snout–vent length.
- Use regular hyphenation rules for units of measure: a 4-m-thick sandstone block; but a sandstone block 4 m thick (hyphenate adjectives when they appear *before* the noun).
- Hyphenate all -like words.

Nomenclature

- Spell out *Genus species* on first mention and at the beginning of sentences. Then use *G. species*.
- Be consistent when choosing to spell out the genus name with each new species.
- If quotation marks or question marks are used with genus species designations, the quotation marks or question marks should be set in roman type, not italics (e.g., The *Unio?* is *Neotrpezium californicum*;))

In the course of writing your work, you will have created a list of terms—binomials, collecting localities, institutional abbreviations, and the like—to which you made frequent reference. An electronic copy of that list should be given to the editorial coordinator to aid in copyediting your manuscript.

Units of measure

- If units of measure are abbreviated, use the International System of Units (SI) abbreviations as a rule: 4 g, and use throughout text, figures, and tables.
- Be consistent when abbreviating units of time and when using numerals or spelled-out numbers for units of time.

Sample Table

Table 6. Mean (\pm SD) and range of selected external and cranial measurements of adult gymnures (Erinaceidae) and tree shrews (Tupaiaidae) from the Kitanglad Range, Mindanao, Philippines. Sample size smaller than n is indicated by the number enclosed in parentheses after the range. Measurements taken from sample sizes of 2 and 3 are given as averages and their ranges. All measurements except weight are in millimeters.

Species	Sex	n	Total Length	Tail length	Hindfoot	Ear	Weight (g)
Podogymnura truei minima	M	12	194 \pm 8.5	52 \pm 5.0	33 \pm 1.4	21 \pm 0.8	70 \pm 6.3
			179 – 207	43 – 60	30 – 34	20 – 22	62 – 82
- Kitanglad	F	16	192 \pm 9.6	54 \pm 4.5	34 \pm 1.7	21 \pm 0.8	64 \pm 10.0
			177 – 210 (15)	48 – 66 (15)	31 – 37	20 – 22	43 - 79
Podogymnura truei truei - Apo	M	8	-	-	-	-	-
	F	8	-	-	-	-	-
<i>Urogale everetti</i>	M	2	337	135	49	19	223
			329 – 345	130 – 140	48 – 49	18 – 21	195 – 251
	F	4	331 \pm 4.3	138 \pm 3.5	49 \pm 1.0	18 \pm 0.6	230 \pm 27.1
		325 – 335	136 – 143	48 – 50	17 – 18	210 – 268	

Condylbasal length	Zygomatic breadth	Interorbital breadth	Mastoid breadth	I¹ to M³	P⁴ to M³	M² to M² (labial)
38.2 ± 0.63	19.0 ± 0.44	9.3 ± 0.25	15.1 ± 0.43	19.4 ± 0.39	8.9 ± 0.28	10.4 ± 0.37
37.2 – 39.1 (11)	18.2 – 19.6 (11)	9.0 – 9.8 (10)	14.5 – 15.9 (10)	18.8 – 20.0	8.6 – 9.5	9.9 – 11.0
38.2 ± 1.4	18.4 ± 0.84	9.3 ± 0.36	15.0 ± 0.69	19.4 ± 0.64	8.9 ± 0.35	10.2 ± 0.40
35.4 – 40.3 (14)	16.6 – 20.1	8.7 – 10.2	13.8 – 16.0 (14)	18.2 – 20.3	8.4 – 9.6	9.4 – 10.8
40.5 ± 1.35	20.4 ± 0.74	9.6 ± 0.36	16.2 ± 0.57	20.6 ± 0.57	9.3 ± 0.23	11.0 ± 0.28
38.7 – 42.1	19.7 – 21.5	8.9 – 9.9	15.6 – 17.3	19.5 – 21.0	8.9 – 9.6	10.7 – 11.6
39.7 ± 1.0	19.6 ± 0.42	9.6 ± 0.26	15.7 ± 0.42	20.3 ± 0.60	9.5 ± 0.24	10.9 ± 0.09
38.5 – 41.7	19.1 – 20.3	9.3 – 9.9	15.0 – 16.5	19.6 – 21.4	9.2 – 10.0	10.8 – 11.0
56.2	27.1	16.5	19.5	32.4	12.5	14.7
55.9 – 56.4	25.9 – 28.3	16.1 – 17.0	19.1 – 20.0	32.4 – 32.5	11.4 – 13.6	14.0 – 15.3
55.1 ± 1.39	27.4 ± 0.61	16.4 ± 0.14	19.4 ± 0.41	31.6 ± 0.80	11.7 ± 0.23	15.2 ± 0.25
53.5 – 56.5	26.6 – 27.9	16.3 – 16.6	18.8 – 19.8	30.4 – 32.1	11.4 – 11.9	15.0 – 15.5