

FORMS

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FIELDIANA ROUTING CHART

<u>Author(s)</u>	<u>Manuscript Title</u>	<u>Series</u>
Step	Date	Comments
Author Submission to the Managing Scientific Editor		
Managing Scientific Editor Acknowledgement Letter		
Associate Editor Assigned		
Peer Review Initiated		
Associate Editor Requests Revisions by Author(s)		
Revision by Author(s)		
Associate Editor Recommendation to Managing Scientific Editor		
Managing Scientific Editor Final Decision		
Editorial Assistant Submits Manuscript to Allen Press		
Allen Press Returns Galley to Editorial Assistant		
Galley Reviewed by Author		
Galley Reviewed by Managing Scientific Editor and Editorial Coordinator		
Galley Sent to Allen Press for Printing by Editorial Assistant		
Printed <i>Fieldiana</i> sent to Editorial Assistant		
Invoice(s) sent by Editorial Assistant		
<i>Fieldiana</i> distributed by Editorial Assistant upon payment		

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REFEREE'S CHECKLIST FOR FIELDIANA

This checklist should serve as a *general* guide in reviewing the manuscript. If you have detailed comments, please submit them on a separate sheet that does not reveal your

identity or affiliation. Specific suggestions for improvements are solicited.

Author(s):

Title:

1. Is the subject matter suitable for publication?

2. Is the title informative for indexers and non-specialists?

3. Is this an original contribution?

4. Does the author understand the problems and issues encountered?

5. Have methods and techniques been wisely selected?

6. What is the quality of the data gathered?

7. Are the results well organized and clearly presented?

8. Is the paper well written?

9. Is a clear distinction made between (A) the results and (B) the discussion and conclusion?

10. Are the figures and tables useful? Are there too many or too few?

11. Are the conclusions justified?

12. Should an abstract or summary be provided?

13. Has the literature received adequate treatment, e.g., have any pertinent works been omitted?

14. Can the paper be shortened without loss of effectiveness? If so, how?

Reviewer's recommendation (check one):

- Accept without revision
- Accept with revisions
- Do not accept without major revision but encourage resubmission.
- Reject

Date:

Signed



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MANUSCRIPT REVISION ACKNOWLEDGMENT FORM

Please take special care to respond to all reviewer comments, and to adhere to the instructions provided on the *Fieldiana* website regarding proper formatting for your manuscript. This includes all prescribed sections of the manuscript from cover page, table of contents, illustrations and tables through the text to the foot notes, end notes, works cited, and index. Your close cooperation at this point will expedite publication of your manuscript, and reduce overall costs. Revised manuscripts that do not follow the guidelines will be returned to the author.

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If you are confident that you understand what is expected of you at this time, please sign below and return this form to the *Fieldiana* Associate Editor at the time you submit your revised manuscript. Thank you.

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Date Signed



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GALLEY ACKNOWLEDGEMENT FORM

I have proofread all parts of the galley for my manuscript, _____,
and indicated needed changes. Once these changes have been made I deem this proof
ready for publication. I understand and accept that any further changes requested by me
will be made at my expense.

Author Signature

Date Signed



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Form 1: First Proof Notification Materials

The following are enclosed:

1. First proofs of your manuscript
2. Common Proofreading Symbols (Form 2a)
3. Common Proofreading Abbreviations (Form 2b)
4. An Author's Copies Order Form and Reply Information (Form 3)

Checking Proofs:

Please review the manuscript carefully. This is typically the last opportunity that authors have to see their manuscript prior to printing. Further review and/or revision can be arranged for but may incur additional charges.

Please mark your proofs clearly and legibly. You may refer to Forms 2a and 2b for common proofreading symbols.

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Form 2a: Common Proofreading Symbols

Symbol	Meaning	Example
	insert a comma	The mayor's brother, I tell you, is a crook.
	apostrophe or single quotation mark	I wouldn't know where to put this vase.
	insert something	I know ^{it} in fact, everyone knows it. ;
	use double quotation marks	My favorite poem is "Design."
	use a period here	This is a declarative sentence .
	delete	The elephant's trunk is is really its nose.
	transpose elements	He only picked the one he likes.
	close up this space	Jordan lost his favorite basket ball.
	a space needed here	I have only three# friends: Ted, Raoul, and Alice.
	begin new paragraph	"I knew it," I said. # "I thought so," she replied.
	no paragraph	"I knew it, she said. # # "He's no good."



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Form 2b: Common Proofreading Abbreviations

(The abbreviation would appear in the margin,
probably with a line or arrow pointing to the offending element.)

Abbreviation	Meaning	Example
Ab	a faulty abbreviation	She had earned a Phd along with her M.D.
Agr <i>See also P/A and S/V</i>	agreement problem: subject/verb <i>or</i> pronoun/antecedent	The piano as well as the guitar need tuning. The student lost their book.
Awk	awkward expression or construction	The storm had the effect of causing millions of dollars in damage.
Cap	faulty capitalization	We spent the Fall in Southern spain.
CS	comma splice	Raoul tried his best, this time that wasn't good enough
DICT	faulty diction	Due to the fact that we were wondering as to whether it would rain, we stayed home.
Dgl	dangling construction	Working harder than ever, this job proved to be too much for him to handle.
- ed	problem with final <i>-ed</i>	Last summer he walk all the way to Birmingham.
Frag	fragment	Depending on the amount of snow we get this winter and whether the towns buy new trucks.
 	problem in parallel form	My income is bigger than my wife.
P/A	pronoun/antecedent agreement	A student in accounting would be wise to see their advisor this month.
Pron	problem with pronoun	My aunt and my mother have wrecked her car The committee has lost their chance to change things. You'll have to do this on one's own time.

Rep	unnecessary repetition	The car was blue in color.
R-O	run-on sentence	Raoul tried his best this time that wasn't good enough.
Sp	spelling error	This sentence is flaude with two misspellings.
- s	problem with final -s	He wonder what these teacher think of him.
STET	Let it stand	The proofreader uses this Latin term to indicate that proofreading marks calling for a change should be ignored and the text as originally written should be "let stand."
S/V	subject/verb agreement	The problem with these cities are leadership.
T	verb tense problem	He comes into the room, and he pulled his gun.
Wdy	wordy	Seldom have we perused a document so verbose, so ostentatious in phrasing, so burdened with too many words.
WW	wrong word	What affect did the movie have on Sheila? She tried to hard to analyze its conclusion.



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Form 3: Author's Copies Order Form and Reply Information

Date:
First Author's Name:
Title of Manuscript:

Twenty copies of your publication are provided to you free of charge. In addition you may purchase an unlimited number of additional copies at a deeply discounted price (usually between \$2.00 and \$3.00 per copy).

Number of copies free to the author(s): 20 total

I would like to order additional reprints.

I have consulted my co-authors and their orders are included with this order.

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I have included the corrected proofs of my manuscript with this letter.

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