

SUBMISSION PROCEDURES

General

Fieldiana is a peer-reviewed monographic series published by the Field Museum of Natural History. *Fieldiana* focuses on mid-length monographs and scientific papers pertaining to its collections and research. All manuscripts should be submitted to the managing scientific editor.

Eligibility

Field Museum curators, research associates, and full-time scientific professional staff may submit papers for consideration without financial charges for normal printing.

Edited volumes pertaining to Field Museum collections may also be submitted for consideration under a 50% subsidy arrangement. The submission and peer review of these chaptered volumes should be arranged well in advance with the managing scientific editor and the appropriate associate editor. Prospective volume editors should consult the section on Edited Works in the GENERAL POLICY document provide on the general policy web page.

Submitting Work for Peer Review

All manuscripts should be submitted to the managing scientific editor. All elements of the work, including the figures, tables, and appendices, must be completed before submission and peer review. In order to expedite the publication process, we ask that authors prepare their manuscripts for peer review according to the following general style and formatting guidelines.

Manuscripts submitted for consideration should be prepared using MSWord (*.doc) or WordPerfect (*.wpd). Manuscripts must be in English, using American spelling and grammar conventions. The entire manuscript including the figure headings, tables, and appendices should be double-spaced and in 12 pt Arial or New Times Roman font. It should be printed on one side of letter-sized paper and all margins should be one inch. Page numbers should be right justified and at the bottom of each page. The title page must include the title and each author's name and affiliation. A mailing address, an e-mail address and a FAX number should also be provided for the corresponding author.

In addition to an electronic copy, three printed copies of the manuscript should be submitted to the managing scientific editor with a brief dated letter of submission. Please also submit the names, addresses, telephone numbers, and e-mail addresses of at least five possible reviewers. Authors should keep a copy of their manuscript and the original figures and photographs until the manuscript has been accepted for publication.

Submitting Work for Production

Following conditional acceptance a manuscript must be prepared for production. It is the author's responsibility to submit a revised manuscript to the associate editor that meets *Fieldiana's* style and format standards. A manuscript that perfectly conforms to *Fieldiana* style and formatting guidelines will be ready to go to production.

Author Revision Period

Manuscripts returned to authors for revisions should normally be returned to the appropriate associate editor within three (3) months. Revisions on large manuscripts of more than 100 pages or edited volumes must be completed and returned to the Associate Editor within six (6) months of receiving the reviewer's comments.

Resources for Authors

For matters of spelling and hyphenation use:

Merriam-Webster's Collegiate Dictionary, 11th edition

This can be found in the reference section of the main library.

For a general resource of style use:

CBE 6th edition (style guide from the Council of Biological Editors)

This can be found in the reference section of the main library.

For specific questions on style consult:

- A recent *Fieldiana* publication
- The "Example *Fieldiana* (style template)" found on the Author's web page.
- The STYLE GUIDELINES, a PDF found on the Author's web page.