

INSTRUCTIONS FOR AUTHORS OF CONTRIBUTIONS IN SCIENCE

The Natural History Museum of Los Angeles County publishes the results of original research in the life and earth sciences in its series *Contributions in Science*.

SUBMISSION OF MANUSCRIPT

Contact the Managing Editor for Scholarly Publications at vbrown@nhm.org for the link to upload your complete manuscript—include figures and tables—to the museum server. The manuscript should be accompanied by a covering letter. The covering letter should contain a statement that the manuscript is based on original research and has not been published elsewhere except in abstract or abbreviated form and that all authors have seen and approved the manuscript. Include copies of any permissions needed to reproduce published material. The letter should also state whether or not funds are available to meet the cost of reproducing color illustrations.

Manuscripts will be reviewed for possible publication with the understanding that they have not been published, simultaneously submitted, or already accepted for publication elsewhere.

PREPARATION OF MANUSCRIPT

STANDARD SOURCES. The primary sources for decisions on format, style, and English spelling are the *Chicago Manual of Style* (16th edition), Council of Biological Editors manual, *Scientific Style and Format* (6th edition) and the unabridged volume of *Webster's Third New International Dictionary of the English Language*.

FORMAT. Type manuscript (12 point) double-spaced, including title page, abstract, keywords, text, acknowledgments, references, tables, and figure captions. A paper must not exceed 60 typed pages.

- **Fonts and Files.** For PC users – Times New Roman font, Mac users – Times font. Manuscripts should be saved as a MS Word document.

Each manuscript component should begin on a new page, in the following sequence: title page; abstract and keywords; text; acknowledgments; literature cited; tables, each table—complete with title and footnotes—on a separate page; and figure captions. All pages should be numbered consecutively.

TITLE PAGE. The title page should contain (1) the title of the manuscript; (2) authors' names as they wish them to appear in publication; (3) full postal address(es) and affiliation, if any, with the Museum; (4) name and e-mail address of corresponding author to whom proofs will be sent; (5) a running title, consisting of the authors' last names and an abbreviated title for the paper (the latter should total no more than 30 characters—count letters and spaces).

ABSTRACT. An English language abstract is required for all papers. The abstract may be presented in a second language where appropriate. It should follow the English abstract in the manuscript.

The abstract should state the purposes of the study, basic procedures (study subjects and observational and analytical methods), main findings (give specific data and their statistical significance, if possible), names of the new taxa and nomenclatural actions, and principal conclusions. New and important results or observations should be emphasized.

Up to eight keywords should be listed for indexing purposes.

TEXT. The text of articles is usually divided into sections with headings such as INTRODUCTION, METHODS AND MATERIALS, SYSTEMATICS, and DISCUSSION. Long articles may need subheadings within some sections to clarify their content, especially the SYSTEMATICS and DISCUSSION sections.

Diagnoses (as a separate paragraph or in a key, a table, or other suitable format) are required for all newly proposed taxa.

Authors proposing new taxa must indicate and verify that all primary types have been deposited in accordance with recommendations of the appropriate code, citing the repository by name and providing the relevant identifying details. The repository of other study material should also be identified.

Avoid footnotes. Do not make reference to other parts of the manuscript by page number. Species names should be cited in full, with author and date, the first time they appear in the text.

Authors must adhere to the articles of the International Code of Zoological Nomenclature and are urged to comply with all recommendations. Authors using stratigraphic terminology must comply with the recommendations of the latest versions of the North American Stratigraphic Code or the International Stratigraphic Guide.

SYNONYMIES. In zoological papers, for each entry in the synonymy, cite the taxon exactly as in the quoted reference and include the last name of that author of the reference, year of publication, and page and figure numbers. The full citation of the reference will appear in the LITERATURE CITED section of the paper, not in the synonymy.

Following is a sample skeleton synonymies. Please adhere to punctuation and general format as indicated. Additional information may be included in parentheses.

Argentina silus (Ascanius, 1775)

Salmo silus Ascanius, 1775:3, pl. 24 (orig. desc.); Müller, 1776:49.

Coregonus silus: Cuvier, 1817:163; Nilsson, 1832:19; 1835:40.

Silus ascanii Reinhardt, 1853:11 (new name for *Salmo silus* Ascanius).

Argentina silus: Risberg, 1853:3; Kendall and Crawford, 1922:8, figs. 1-8.

Acantholepis silus: Krøyer, 1846:97, fig.

Argentina sphyraena (not of Linnaeus, 1758): Kiddle, 1855:35.

Arentina syrtesium Goode and Bean, 1879:261.

ACKNOWLEDGMENTS. Acknowledge only persons who have made substantive contributions to the study. Authors are responsible for obtaining permission from everyone acknowledged by name, as readers may infer their endorsement of the data and conclusions. Illustrators' names should appear in the figure titles or on figures.

LITERATURE CITED. In text and synonymies, refer to the literature citations using the following forms: Carleton (1977), (Carleton, 1977), (Carleton et al., 1978), (Blackith and Reyment, 1971), (Fowler and Hoyle, in press), (Osgood, 1904, 1909; Hall and Alvarez, 1961; Hall, 1971), (Gars, 1878:31), or (Gars, 1871:31, pl. 3, figs. 6 and 7, table 2)

In the LITERATURE CITED section, the primary order is author(s) followed by the date.

Brown, B.V. 2000.

—. 2001.

Brown, B.V., and D. Feener. 2005.
Brown, B.V., B. Wigman, and D. Feener. 2010.

List references in the following formats (note that journal and series titles are not abbreviated):

■ Journal article:

Madin, L.P., and G.R. Harbison. 1978. Salps of the genus *Pegea* Savigny, 1816 (Tunicata: Thaliacea). *Bulletin of Marine Science* 28:335-44.

■ Series titles:

Miller, W.D., and J.D. Brotherson. 1979. *Size variation in foot elements of Bison from Rancho La Brea*. Contributions in Science, no. 323, 12 pp. Natural History Museum of Los Angeles County.

■ Books:

Krombein, K.V. 1967. *Trap-nesting wasps and bees: Life histories, nests, and associates*. Washington, D.C.: Smithsonian Press, 165 pp.

■ Chapter in a book or proceedings volume:

Chave, K.E. 1964. Skeletal durability and preservation. In *Approaches to paleoecology*, ed. J. Imbrie and N. Newel, 377-87. New York: Wiley.

■ Chapter in a book that is part of a series:

Sleurs, Willy J. 1991. Mollusca Gastropoda: Four new rissoinine species (Rissoininae) from deep water in the New Caledonia region. In *Résultats des Campagnes Musorstom*, ed. A. Crosnier and P. Boucher. Mémoires du Muséum National d'Histoire Naturelle, vol. 7, no. 150, 163-178.

Unpublished observations and personal communications may not be listed in the LITERATURE CITED, although references to written, not verbal, communications may be inserted (in parentheses) in the text (e.g., “J. Herdwich (pers. comm., 1982) has challenged the validity....”). Include among the literature cited manuscripts accepted but not yet published; give the journal name followed by “in press.” Information from manuscripts submitted but not yet accepted should be cited in text as “unpublished observations.”

Authors must verify that all references cited in the text appear in the LITERATURE CITED section, and that all citations in the LITERATURE CITED section are cited in the text and/or table and figure captions.

TABLES AND ILLUSTRATIONS. Separately numbered tables and figures should stand alone, that is, explanatory notes should appear in the titles, legends, or footnotes of these elements, not in the text of the article. All figures and tables must be called out in the text and should be numbered in the order that they are called out.

Tables. Do not submit tables as digital images. Number tables consecutively in the order that they are first referred to in the text, and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the headings. Explain

in footnotes all nonstandard abbreviations that are used in each table. Use superscript numbers or letters to organize footnotes.

If you use data from another published or unpublished source, obtain permission and acknowledge fully as appropriate.

Tables should be longer than they are wide; make sure that each table has fewer columns than it has entries in the left-hand column.

Figures. All illustrations will be printed as text-figures (i.e., they will appear in the most appropriate part of the paper). With this in mind, the components of each figure should be selected by subject matter, and groups of unrelated items should not be put together in one figure in an attempt to fill a printed page. If possible, cite each figure in text in consecutive order. Show in the margin of the text the approximate place where each figure should actually appear in the final copy (e.g. “Fig. 3 near here”), keeping in mind that figures must appear in numerical sequence. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.

- **Size.** The figures should be prepared to fill the whole page width (7 inches or 42 picas) or the column width (3.3 inches or 20 picas) and will be no longer than the maximum page length (8.5 inches or 51 picas). Each figure must be fully compiled as a single file and ready for printing at final publication size; neither the editor nor the publisher is responsible for compiling artwork.

- **Format.** We accept digital figures in tif, jpg, psd, and pdf formats.

- **Resolution.** Line Figure = 1200 dpi (only black and white, e.g., graphs); Combination Figure = 600 dpi (refers to grayscale or color image combined with a line image, e.g., maps with a legend); Grayscale or Color Figure = 300 dpi (can include label text only)

ABBREVIATIONS. Standard abbreviations (those defined in *Webster’s Third International Dictionary*, unabridged) may be used without introduction throughout the manuscript. Other abbreviations should be defined the first time they are used in text and should be employed only if they are great space-savers in the manuscript, replacing frequently used two- or three-word terms.

Abbreviations for special terms and names of institutions housing collections should appear in the METHODS AND MATERIALS section; in long papers, a glossary defining abbreviations and terms may appear as part of the front or back matter.

Avoid abbreviations in the paper title and in headings and subheadings. If nonstandard abbreviations are used in tables, they should be defined in footnotes to the tables.

For further information, contact the Managing Editor for Scholarly Publications, Natural History Museum of Los Angeles County, 900 Exposition Boulevard, Los Angeles, California 90007; Telephone: 213.763.3330; e-mail: vbrown@nhm.org.