

## NORTHEASTERN NATURALIST - INSTRUCTIONS FOR AUTHORS

The *Northeastern Naturalist* (ISSN #1092-6194) is an interdisciplinary natural history science journal for northeastern North America, roughly bounded from Maryland to Missouri, north to Minnesota and Nunavut, southeast to Newfoundland, and south to West Virginia. Manuscripts based on field studies outside of this region that provide information on species within this region may be considered at the Editor's discretion. The journal welcomes manuscripts based on field work and observation that focus on terrestrial, freshwater, and marine organisms and habitats. Subject areas include, but are not limited to, field ecology, biology, behavior, biogeography, taxonomy, evolution, anatomy, physiology, and related fields. The journal generally does not accept for review experimental lab studies with no field component. Exceptions to this general rule will be considered at the Board of Editor's discretion. All manuscripts will be peer-reviewed by a guest editor in collaboration with two reviewers, all subject matter experts, each of whom will make editorial recommendations. Manuscripts will be edited in collaboration with the author(s) for readability, clarity, accuracy, and brevity. Editors follow the conventions of the CSE Style Manual (Council of Science Editors). Manuscripts may be submitted by anyone knowledgeable about natural history, including university and college faculty members and their students, researchers, field biologists, professional and amateur naturalists, and writers. All authors are encouraged to get outside review of their manuscript before submitting it to the journal.

Manuscripts generally fall in the following categories:

**Original research articles** - Original research articles should be written for an interdisciplinary readership. Discipline-specific terminology should be briefly defined. All articles should generally have the following sections, in order: Abstract, Introduction, Field-Site Description, Methods, Results, Discussion, Acknowledgments, and Literature Cited. The Abstract should give a tight synopsis of what the article is about and should succinctly state the objectives and scope of the research, the methods used, results, and principal conclusions. The Introduction, with all possible clarity and brevity, should identify the problem or question being investigated, include historic perspectives, state the specific hypothesis being examined, and summarize the overall research design. The Field-site Description section is required for field-based research and should include geographic boundaries, a general habitat description, and additional information, as necessary. The Methods section should describe the design of the research and provide an appropriate level of detail so that results are reproducible by others; the methodology for all data presented should be adequately described in this section, with any specialized methods concisely explained for a wide-range of science-oriented readers. The Results section should present data in a clear and simple format, without redundancy. The Methods and Results sections should be tightly linked. The Discussion section should not be a restatement of results, but should appropriately revisit the research objectives and summarize and evaluate evidence for each conclusion and how well the study answered the research question(s). In addition, discuss unsettled points, compare study results to previously published relevant work, identify practical applications of the research, and raise questions that remain and are worthy of further exploration. The Discussion section should not be a prolonged general review of the literature. The Acknowledgments section should note significant help received and financial assistance. The Literature Cited section needs qualitative constraint and should only include literature of significance. Detailed figures, tables, and discussions of statistics should be included to the extent useful for effective communication of results and interpretation of their significance. Manuscripts derived from dissertations and theses are welcome, especially when seasoned perspective is added through co-authorship by faculty members.

**Research summaries** - Original research summaries and general interest articles should be condensed, yet generally readable summaries of a broad base of previously published research papers and/or technical reports. Summaries can have a variety of formats, but minimally need an Abstract and Introduction and Literature Cited sections. Photographs, figures, and tables can be included.

**Notes** - Notes on unusual but limited field observations which are of broad interest to field biologists are considered. Authors should augment these observations with regional summaries or additional biological information. Notes should include a concise discussion of the scientific significance of the observations, references to vouchered collections (if appropriate), and references to the technical literature. Generally, notes are expected to be somewhat limited in length. Notes should have an Abstract and Acknowledgments and Literature Cited sections. The Notes format is designed to accommodate only one level of headings within the main text section, i.e., 3<sup>rd</sup>-level headings as described in the "Format basics" section below.

**Monographs** - For a longer manuscript, whose page length and focus preclude inclusion in a regular journal issue, publishing it as a separate monograph is recommended. Monographs are full feature and full benefit publications of the journal, with the exception that they are published in online versions only and reprints are distributed as pdf files (which can be individually printed as needed). A monograph is thus a very cost-effective way to publish a large manuscript.

**Manuscripts for Special Issues** - Proposals for grouped articles, summaries, and notes for Special Issues are welcome. Special Issues are usually based on symposium proceedings or are a series of papers with a common theme. Special Issues are budgeted separately.

**Submission of manuscripts.** We strongly encourage electronic submissions of manuscripts. A Microsoft Word file as well as a pdf file of the complete manuscript including all tables, figures, and captions should be attached to an email to the Production Editor, Keith Goldfarb ([keith@eaglehill.us](mailto:keith@eaglehill.us)). The email message should have “NENA Submission” as the subject line, should include a statement that the manuscript has not been published or submitted for publication elsewhere, either in whole or in part. The e-mail should include a statement that the authors are able to commit institutional funds and/or personal funds to cover the publishing charges for articles: \$80 per page in regular journal issues or \$35 per page for online-only monographs, and a single \$110 reprint charge a print-quality pdf version of the article with permission to post the file on your website (consequences of changes in employment or affiliation need to be anticipated in a timely manner). Authors are encouraged to suggest the name, qualifications, and e-mail contact information of potential guest editors and/or reviewers. Alternatively, the Word file, pdf file, and cover letter can be burned to a disk and shipped to the Production Editor at the journal address below. If the authors do not have the capacity to generate a pdf file, they can download free sourceware to do so at [cutepdf.com](http://cutepdf.com). If that does not work, then they can send a hard copy printout of the manuscript complete with tables, figures, and captions instead. If submitting electronically, please note that the journal's email server has a 10 MB size limit for attachments, so files larger than this may not be able to be delivered and should probably be sent to us on a CD. We will acknowledge the receipt of all submissions, so if you do not hear from us within a week of when you would have expected us to receive your submission, please contact us.

Upon submission, Please let us know if there are aspects of your manuscripts which may be considered potentially controversial in some way. This helps the journal to better understand such manuscripts and to consider options for an impartial and balanced peer review process.

**Qualitative requirements** Care should be taken in manuscript preparation. Substance quality and clarity of presentation are very important and will receive critical review.

**Format basics.** Manuscripts should be printed double-spaced in their entirety (12 pt. Times New Roman), with left-justified text in one column, on 8.5" by 11" paper, with at least 1" margins on all sides of the page. All manuscript pages should be numbered. The cover page should list the article title and author name(s), address(es), phone number(s), and e-mail address(es) and should clearly specify the corresponding author. Major headings, i.e., Introduction, Methods, etc., should be centered and in bold, with a blank line above. Subheadings, or 2nd level headings, should be in bold on their own left-justified lines, with a blank line above. Sub-subheadings, or 3rd level headings, should be in italic at the beginning of indented paragraphs, without a blank line above. The first line of each paragraph should be indented by using an inserted 0.25" tab, rather than by using a “split boundary margin.”

Footnotes may be used in tables and in general interest articles and articles on the history of science. Footnotes cited in the manuscript text should be placed in a separate section towards the end of the manuscript (not embedded within it) and should be formatted as hanging paragraphs.

Scientific names, authorities for the names (a good source is [www.itis.usda.gov](http://www.itis.usda.gov)), and common names for each species should be given at least once (either the first time mentioned in the text, or, preferably if there is one, in a table or appendix that lists the species discussed) in the format: *Histrionicus histrionicus* Linnaeus (Harlequin Duck). Once a scientific name has been mentioned, the simplest, most widely recognized accurate name appropriate for the context of the article—usually the common name—should be used throughout the remainder of the manuscript. Abbreviations (... *H. histrionicus* ...) are preferred in subsequent mentions of a species' scientific name, except when the name begins a sentence, or when the use is ambiguous. Please note that the new journal policy is to capitalize the first letters of the common names of all species.

**Figure basics.** The Northeastern Naturalist has a page size of 6 by 9 inches, with a maximum printable area in most instances of 4.4 by 7.5 inches. Figures should be placed on separate pages at the end of the manuscript (not embedded in the manuscript), and each page should be numbered and have the name(s) of the author(s). Figures should be submitted in the same size they are to appear in the journal. Widths can be up to 4.4" in portrait mode; if in landscape mode, the width should be 7.5". Several figures may be mounted together as a composite plate. Color photographs will be considered, but will only be accepted for publication if the author covers the extra costs of scanning and printing. Figure captions should be on a separate page placed just prior to pages with figures. Cover photo suggestions are welcome (no printing charge).

**Table basics.** Each table should be printed on a separate page. Tables should be created and formatted as Microsoft Word tables (choose “insert” in the “Table” menu) or as simple rows of single-tab delimited text (never with a series of spaces). Table widths may be 4.4" in portrait mode, or 7.5" in landscape mode. Tables created in Excel should be simply copied and pasted into the Word file, rather than placed by choosing “insert ... object.”

**Supplementary video, database, and audio files.** Authors have the option to have supplementary online files linked to their articles (e.g., data and information that enhances, but is not essential for, understanding of the article's research question, methodology, results, analysis, and conclusions, and especially whose size or format would make inclusion in the article difficult) . These files are subject to the peer-review process and the decision to include supplementary files is made by the author in collaboration with the Guest Editor and the Publisher. Supplementary files will be posted in the BioOne database at the same time that the PDF and tagged SGML versions of an article are posted. All supplementary files should be smaller

than 5 MB in size because of the difficulties that some users will experience in loading or downloading files of a larger size. Supplementary files should fall into one of the following categories: Dataset, Figure, Table, Text, Protocol, Audio, or Video. Supplementary files may be submitted in a variety of formats (including any standard MS Office format [Word, Excel, PowerPoint, Project, Access], PDF, TXT, CSV, AVI, VRML, SWF, MPG, MOV, TIF, EPS, JPG, GIF) and can be compressed (ZIP or SIT files), but should be publication-ready, since these files are not copyedited. The within-article text reference to a hotlinked supplementary file is as follows: "(Supplementary Table 1; see the file link in the online version of this article at <http://www.bioone.org>)."

The inclusion of supplementary files is considered optional and requires a subvention of \$25 per file to help cover databasing costs.

**Literature Cited.** Literature citations should be formatted as hanging paragraphs with a quarter-inch indent, with no blank lines between citations, and no use of tabs or a series of spaces. The following examples should be carefully reviewed. Please note the sequence of information, use of italics, capital vs. lower case letters, initials, the use of spaces, parentheses, abbreviations, use of en dashes and regular dashes, inclusion of total number of pages for books, use of capital letters for book titles, use of lower case letters for journal article titles, use of full journal names rather than abbreviations, etc.

- Bickham, J.W. 1983. Conservation and human values. Pp. 96–106, *In* C.M. Brown-Cox, S.M. Chambers, B. MacBryde, and W.L. Thomas (Eds.). *Conservation for the Twenty-first Century*. Vol. 1. Benjamin Publishing Oxford, UK. 722 pp.
- Brodie, E.D., Jr., and E.D. Brodie III. 1980. Differential avoidance of mimetic salamanders by free-ranging birds: The effect of temperature. *Science* 208:181–182.
- Conard, H.S., and P.J. Redfearn. 1979. *How to Know the Mosses*. Wm. C. Brown, Dubuque, IA. 302 pp.
- Smith, J.B. 1941. *The spruce-fir forests of North America*. Ph.D Dissertation. University of Maine, Orono, ME. 126 pp.
- National Oceanic and Atmospheric Administration (NOAA). 2000. Gulf of Maine current data: 1990–1999. Available online at <http://www.noaa.gov/gulfmaine/currents>. Accessed February 14, 2007.

**Use and acknowledgment of unpublished data.** Authors should have written permission (from original source) for any use of unpublished data that is not their own. Credit for use of unpublished data should be made as a parenthetical within-text reference to the authors of the data, including their affiliation, and location. For example, "(J. Smith, Middlefield University, Akron, OH, unpubl. data) or (L. Hamm, US Geological Survey, Westfield, CT, and T. Plorank, US Forest Service, Northfield, MA, 2005 unpubl. data).

**Additional guidelines.** Additional manuscript guidelines are listed in the accompanying checklist of editorial considerations.

**Revisions, acceptance, and galley.** Revisions of manuscripts should be completed promptly. Once a manuscript has been revised and accepted for publication, the author will be asked to provide a an electronic copy of the manuscript text (in Microsoft Word), and either a paper copy of the manuscript with original (best) copies of all figures or a pdf file of the final version of the manuscript with 600 dpi resolution tif or jpeg files of all figures sized as they are to appear in the journal. A galley version of each article will be sent to the author, guest editor, and proof editor, each of whom will review the galley for any necessary changes. If there are suggestions for substantive changes, the author will be notified.

**Page charges, reprints, and subscriptions.** The *Northeastern Naturalist* has a page charge of \$80 per printed page in regular journal issues and \$35 per page for online-only monographs to help defray a portion of the cost of publishing the journal. Research sponsors, institutions, and authors understand that such contributions are routine and necessary for scientific journals. Arrangements and a guarantee of payment are the personal responsibility of the authors. Without such contributions, the number of pages the journal can print would depend too heavily on the subscription base of the journal. This would limit the kinds and number of manuscripts the journal can accept for review, thus limiting the journal's ability to meet the expectations of authors hoping to publish in the journal. Allowances for special circumstances may be considered prior to acceptance for review. A single \$110 reprint charge is also assessed per manuscript for a print-quality pdf version of the article with permission to post the file on your website. Paper reprints may be ordered in units of 25.

In order to encourage wide use of the *Northeastern Naturalist* and *Southeastern Naturalist* and their development as strong region-wide journals, it is asked that all authors and all institutions whose faculty members, staff, and/or students are using the journals as publishing outlets and as reference resources, subscribe to the journal.

**Printing and indexing (abstracting) of journal.** The *Northeastern Naturalist* is printed by Allen Press, Lawrence, KS, and is indexed in Biological Abstracts (BIOSIS and Biosis Previews), CAB Abstracts, Cambridge Scientific Abstracts, Current Contents, EBSCOhost, Elsevier BIOBASE, FISHLIT, Web of Science, and Zoological Record (BIOSIS UK). Arrangements for indexing in other services are pending.

**Full-text online version of journal.** The *Northeastern Naturalist* is available online in full-text version in the BioOne database ([www.bioone.org](http://www.bioone.org), a collaborative effort of Allen Press, AIBS, et al.), EBSCOhost product line, and the Proquest Information and Learning databases ([www.il.proquest.com](http://www.il.proquest.com)).

**Manuscripts and inquiries.** The *Northeastern Naturalist* (ISSN #1092-6194) is co-published with the *Southeastern Naturalist* (ISSN #1528-7092), a journal with a separate Board of Editors. Manuscripts for either journal may be sent to the Humboldt Field Research Institute at the following address. The Institute is a tax exempt 501(c)(3) nonprofit corporation of the State of Maine (Federal tax ID # 010379899).

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PO Box 9, 59 Eagle Hill Road, Steuben, Maine 04680-0009  
207-546-2821; FAX 207-546-3042; office@eaglehill.us; www.eaglehill.us

The following is a routine checklist to be used to review whether your manuscript has met basic journal formatting guidelines. Manuscripts that significantly depart from these guidelines will be returned for revision prior to being considered for review.

#### **Title, author names and affiliations, abstract, acknowledgments**

The title should generally be no more than 60 characters long, including spaces.

Capitalize first letter of words in title, other than words like “and, by, for, from,” etc.

Spell out at least full first names of all author(s).

Flag each author address with a superscripted number, and add an asterisk for the corresponding author.

Include a brief abstract for your article, generally with no more than 120 words, and an Acknowledgments (note spelling) section.

#### **Species names**

The first time a species is mentioned after the Abstract, the scientific name with authority name(s) should be given, followed by the common name in parentheses (preferably if there is one, in a table or appendix that lists the species discussed).

Once a scientific name has been mentioned, thereafter, the simplest, most widely recognized name appropriate for the context should be used (usually the common name).

New journal policy: capitalize the first letters of the common names of all species.

Italicize rather than underline scientific names. Do not italicize sp. or spp.

#### **Main body of article**

Paragraphs should be indented by using an inserted 0.25" tab, rather than by using a “split boundary margin.”

Do not use ampersands (&).

Do not italicize ... i.e., e.g., or et al.

Follow quotation mark conventions ... “xxx,” ... “xxx.” ... “xxx?” ... “xxx” (Smith 1972). ...

Use double quotes (“xxx”) instead of single quotes (‘xxx’)

Follow comma conventions ... a, b, and c ... e.g., ... i.e.,

Preferentially use parentheses instead of brackets, except when nested... (xxx) instead of [xxx] ... (xxx [mmm] zzz).

For major headings, i.e., Introduction, etc., capitalize first letter of each word, other than words like “and, by, for, from,” etc.

For subheadings, or 2nd level headings, capitalize first letter of first word and proper names; insert blank line above.

For sub-subheadings, or 3rd level headings, capitalize first letter of first word and proper names; italicize; no blank line above.

Use Fig. instead of Figure, if used within parentheses.

Numbers should generally not be written out, except at the beginning of a sentence or to avoid ambiguity.

Set off mathematical operators by single spaces when used with numbers or variable symbols; e.g., 37.8 ± 3.46 mm, P > 0.05.

When these symbols are used as modifiers rather than operators, do not set off with a space ; e.g., the +2.3 difference, length of >5 cm

Do not underline mathematical symbols (e.g., use ± ≤ ≥ rather than an underlined + < >).

Use only subscripted and superscripted characters as automatically provided by the Word (not by changing position in font menu).

Cite informal observations by colleagues as ... (name, affiliation, location, pers. comm. [or unpubl. data]).

Use metric units (with English units in parentheses when necessary). Abbreviate units (e.g., m, g, km).

All double spaces in the manuscript should be removed.

When signifying a range of numbers, dates, etc., use en dashes (option key + dash key) rather than regular dashes.

#### **Figures**

Scale figures to fit the printed page (up to 4.4” or 7.5”). Try experimental photocopy reductions to be sure.

Make sure size of text in scaled figures is no larger than 2 mm in height. Use only sans serif font such as Helvetica for labelling.

Bold formatting of text should be avoided. Lines heavier than hairlines should be avoided.

Figures should have no background color and should be printed on white paper.

Avoid filling in figure elements with solid black. Use distinct shades of gray or different line patterns instead.

Avoid using gridlines in graphs.

For each character string (axis labels, legends, etc.), capitalize the first letter of the first word and proper names.

Italicize scientific names.

Authors familiar with Photoshop may provide figures as TIFF files (ask Copy/Production Editor about details).

Make sure all printouts are crisp and clear with ample contrast (no fuzziness or jagged lines).

#### **Tables**

Format tables as “inserted” Word Tables. If using Excel created tables, simply cut and paste into Word.

Alternatively, format tables as simple rows of single-tab delimited text (never using spaces or multiple tabs).

Do not insert vertical lines in tables

Tables should be formatted to fit within 4.4” or 7.5” width, with a font of 8 pt. Times New Roman.

For column headings and table “cells,” capitalize the first letter of the first word and proper names.

#### **Citations within main body of text**

Citations within text should be listed alphabetically rather than chronologically.

Use of citation separators ... (xxx 1988, yyy 1989, zzz 1966) .... (xxx 1988, 1989; yyy 1989; zzz 1966).

Do not use commas between authors and year published ... (xxx 1999) ... not (xxx, 1999).

#### **Literature Cited section**

Format citations as hanging paragraphs; only one paragraph return per citation (at the end) and no tabs or multiple spaces.

Names of authors should not be fully capitalized, e.g., ... R.G. Smith ... not ... R.G. SMITH

Substitute initials for author full first and middle names, with a period after each initial and NO space between initials, e.g., R.B. Smith

Note sequencing of author names and initials and comma before the “and” ... Smith, Sr., A., B.B. Brown, Jr., and C.C. Gold III, 2000.

If author names are identical for multiple articles, repeat names of authors rather than using an underscore.

Remove spaces in journal volumes, issues, and pages; e.g., Smith, A. 1981. Article title. Copeia 54(1):83-87.

In titles of books, capitalize the first letter of each word, other than words like “and, by, for, from,” etc.

For titles of articles, reports, dissertations, and theses, only capitalize the first letter of the first word and proper names.

For titles which have a colon, always capitalize the first letter of the first word after colon.

Use full journal names rather than abbreviations.

For publishers of books, reports, etc., list city, state or province (postal abbreviations), and foreign country.

For theses and dissertations, list the academic institution, city, state or province (postal abbreviations), and foreign country.