

Space and Evolution - Formatting Guidelines

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

Articles should be written for an interdisciplinary readership. They are intended to provide an information link among specialists from different disciplines and between specialists and the general public. Discipline-specific terminology should be briefly defined or referenced. The text can be broken up under multiple section headings, as needed. A brief Abstract is required and should give a tight synopsis of what the manuscript is about. An Introduction is generally helpful for articles, but may not be needed for Brief Communications. A Sources Cited section and a Footnotes section are optional, but are encouraged, if helpful.

Brief Communications serve as a rapid response forum which allows authors to submit brief manuscripts in a timely manner about official position papers, speeches, news reports, project proposals, and pending policy decisions, etc. Brief Communications can also focus on newly published books, transcripts of public debates, articles published in other journals and magazines, etc. They can also serve as free-form presentations that promote a new idea or a re-evaluation of an old idea.

Special issues. The journal welcomes proposals for special issues. These can be based on presentations at a conference or symposium, or they can be invitational special issues with a common theme suggested by specialists, one of whom will act as the Editor for the special issue. Given the considerable range of subject matter interests of the journal, special issues will make it possible for the journal to work towards providing in-depth coverage in diverse disciplines, as opportunities for dialogues among specialists by way of special issues present themselves.

Format basics. Manuscripts should be submitted in the 12 pt. Times New Roman font (please include a note if other fonts were used, e.g., for symbols). The text should be left-justified text in one column with an 8.5" by 11" page format, with 1" margins on all sides. Pages should be numbered and line numbering should be turned on. The top of the first page should list the article title and author name(s), with numbered superscripts referencing their affiliation(s), address(es), phone number(s), and e-mail address(es). An asterisk should note who the corresponding author is. The first line of each paragraph should be indented by using an inserted 0.25" tab, rather than by using a "split boundary margin" in the ruler. The checklist below serves as a reference for other formatting considerations.

Headings. Major headings, i.e., Introduction, Materials and Methods, etc., should use title case (i.e., first letter of each major word capitalized) and be centered and in bold, with a blank line above and below. Subheadings, or 2nd-level headings, should be in bold on their own left-justified lines, in sentence case (only first letter of the first word capitalized), with a blank line above. Sub-subheadings, or 3rd-level headings, should be in italic at the beginning of indented paragraphs, in sentence case, followed immediately by a period, without a blank line above.

Footnotes/Endnotes. For research articles, footnotes should only be used in tables. For research summaries and general interest articles, footnotes may be used in the manuscript text, and should be placed in a separate section towards the end of the manuscript (i.e., formatted as endnotes, rather than page-by-page footnotes).

Within-text references. Multiple literature citations within parentheses should be listed in alphabetical order, not chronological order. Use "et al." if there are more than 2 authors. For citations by

the same author(s) published in the same year, add a letter to the year (e.g., 1988a, 1988b) to distinguish them. For multiple sources by the same author(s), the name(s) are listed only once with the years separated by commas, unless there are multiple sources by the same author(s); in that case, semi-colons are used to separate the lists that include comma-separated elements. Note the following examples:

(McKnight and Smith 1925, Osgood et al. 2012, Samuels 1993)
(McKnight and Smith 1925; Osgood et al. 2009, 2012; Samuels 1993)
(McKnight and Smith 1925; Osgood et al. 2012; Samuels 1993a, b)

Use and acknowledgment of personal communications and unpublished data. Authors should have written permission (from their original source) for the citation of personal communications and any use of unpublished data that is not their own. Citations should be made as parenthetical within-text references, including name, affiliation, and location, as per the following examples.

(J. Smith, NASA, Kennedy Space Center, FL, 2012, pers. comm.)
(L. Roberts, ESA, Paris, France, 2005 unpubl. data).

Figure basics. The journal has a page size of 8 1/2" by 11" (21.5 by 27.8 cm), with a maximum printable area in most instances of 6.5" by 9" (16.5 x 22.8cm).

All figures (graphs, maps, photos, etc.) need to be referenced within the manuscript, and numbered in the order in which they are first referenced. Figures should be submitted as separate 600 dpi resolution files in the same size they are to appear in the journal. They should not be embedded in the manuscript.

Several images may be mounted together as a composite figure. Figures should be crisp and clear, without fuzziness, pixilation, or jagged lines. Avoid the use of bold formatting and heavy lines and the use of solid black coloration in bar graphs. Figure text should be in Helvetica or comparable sans serif font. Make sure all text is of sufficient size to be legible, but no larger than 10 pt size. Figure captions should be provided for all figures.

Each photo caption should identify the source from which the photo was taken and/or the name of the photographer. It should also note that the photo is being "Used with permission".

Table basics. Table widths may be 5.25" in portrait mode, or 8.3" in landscape mode, with text at 10 pt. Times New Roman.

Tables should be placed toward the end of the manuscript after the Literature Cited section, or they may be submitted as separate files. 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 the use of spaces). Tables created in Excel should be simply copied and pasted into the Word file, rather than placed by choosing "insert ... object".

Supplemental files. Authors have the option to have supplemental online file links referenced in their articles (i.e., data and information that enhances, but is not essential for understanding of the article or whose size or format would make inclusion in the article difficult). These files are subject to peer-review and the decision to include them is made by the author in collaboration with the Manuscript Editor. Supplemental files will be posted on the journal's website at the same time that the PDF of an article is posted. Supplemental files should be smaller than 10 MB in size. Supplemental files can be of a wide variety of formats and can be compressed, but should fall into one of the following categories: Dataset, Figure, Table, Text, Protocol, Audio, 3D object files, or Video. Finalized supplemental files should be publication-ready, since they will not be copy edited. The within-article text reference to a hotlinked supplemental file is formatted as follows.

Supplemental Table 1 (available online at <https://eaglehill.us/spev-authorname-file#.pdf>).

Sources Cited. Citations are listed in alphabetical order. Literature citations should have only a single line return at the end of each citation and no use of tabs or 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. In particular, only the first author’s surname precedes his/her initials—for all other authors and for the list of editors of the parent publication, the initials are given before the surname; no spaces between an author’s initials; no spaces between volume number, colon, and page numbers. For book titles, capitalize all major words; for all other source titles (reports, articles, theses, etc.) only capitalize the first letter of the first word. Authors may wish to consider resources such as www.zotero.org to help with formatting their Literature Cited section. Note the following examples for different types of citations:

Chapter or section of a book or proceedings volume

Koren, J.U. 1999. The Moon. Pp. 90–108, *In* P.S. Smith and C.H. Offerman (Eds.). *Agreements Governing the Activities of States on the Moon and Other Celestial Bodies*. Cambridge University Press, Cambridge, UK. 892 pp.

Journal articles

Robinson, G.S., 2003. Drafting the US-NASA Reauthorization Act of 2013: Species Survival as a Critical Component of “Next Steps in Human Exploration of Mars and Beyond”. *German Journal of Space Law* 31(1):117-163.

Reports

Congressional Budget Office. “Discretionary Spending-Option 11: Eliminate Human Space Exploration programs”. Congressional Budget Office Report, 13 Nov 2013.

Theses or dissertations

Junkett, B.L. 2017. *Political Geographies of Mars: A History of Martian Management*. Departmental Honors Thesis. McGill University. Montreal, QC, Canada. 144 pp.

Online sources

Mars Society, FAQ. <http://www.marssociety.org/home/about/founding-declaration>. Accessed on 20 Jun 2014.

Additional guidelines. The following is a routine checklist of editorial considerations. It is intended for reference use.

Routine checklist of editorial considerations

The following is a routine checklist to be used to review whether your manuscript has met basic journal formatting guidelines. Final manuscripts that significantly depart from these guidelines may be returned for revision prior to being copy edited.

Title, author names and affiliations, Abstract, and 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 author(s).

Flag each author name and address with a matching superscripted number, and add an asterisk for the corresponding author. Author addresses should be full mailing addresses, including zip or postal codes.

Include a brief Abstract for your article, generally with no more than 120 words.

Include a brief Acknowledgments section to thank those who significantly helped you with your manuscripts.

Main body of article

Paragraphs should be indented using a left 0.25" tab, not by using a “First line indent”, and not by using multiple spaces.

Do not use multiple spaces within the text, including before the start of a new sentence.

Instead of ampersands (&), use “and”.

Use double curly (typographer’s) quotes rather than straight quotes. “xxx” ... vs ... 'xxx'

Use curly apostrophe rather than straight apostrophes.

Use prime and marks to denote inches and feet (" and ') ... and minutes and seconds (' and ").

Only place punctuation marks within quotes when the marks are part of the quote. Thus: “xxx”, “yyy”, and “zzz”.

Use “xxx” instead of ‘xxx’, except for quotes within quotes, with single quotation marks for the inner quote.

Follow comma convention for lists ... a, b, and c

Place commas after ... e.g., ... i.e., ... et al., ... do not italicize

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

Major headings, e.g, Introduction ... Capitalize first letter of each word, other than words like “and, by, for, from”, etc. Insert a blank line above and below. Format in bold.

Subheadings, or 2nd level headings ... Place on separate line. Capitalize first letter of first word and proper names. Insert blank line above. Format in bold.

Sub-subheadings, or 3rd level headings ... Place at start of normal paragraph. Capitalize first letter of first word and proper names. Format in italics but not bold. Follow with a period.

When referring to a figure, use Figure within a sentence, but Fig. if referenced within parentheses.

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

Citations within main body of text

Citations within text should be listed alphabetically rather than chronologically.

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

When referencing specific pages for a source, provide the page numbers immediately following the year of publication and colon with no spaces. ... Xxxxx 2001:24–45

Page numbers for a source should be written out in full ... 132–138 ... not 132–8.

Use comma or semi-colon citation separators, as follows: (Xxxxx 1988, Yyyyy 1989, Zzzzz 1966)
... But ... (Xxxxx 1988, 1989; Yyyyy 1989; Zzzzz 1966).

Numbers and measurements

Use the symbol ~ when giving an approximate measurement (e.g., ~25 m), but use ca. when giving an approximate date (e.g., ca. 825 B.P.)

Use abbreviated English units or metric units, as appropriate.

Arabic numerals should be used in preference to words when the number designates anything that can be counted or measured, except at the beginning of a sentence or to avoid ambiguity, e.g., ... One item was found. ... We found 1 item.

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

Do not underline mathematical operators (e.g., use \pm , \leq , \geq rather than an underlined +, <, >).

Use en dashes (option key + dash key) rather than regular dashes or hyphens when indicating a range or span between numbers or things: 28–48 ... 5 October–14 November ... north–south

In lieu of parentheses, em dashes may be used.

Use commas as part of 5-digit or greater numbers, but not 4-digit numbers ... 20,000 units... 1200 units

Use only subscripted and superscripted characters as automatically provided by the word-processor.

Literature Cited section

Format citations as hanging paragraphs with a single paragraph return at the end. Do not use 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 ... not ... 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. Note that with the exception of the first author, the given name initials are placed before the surname.

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

Remove spaces in journal volumes, issues, and pages: e.g., Smith, A. 1917. Article title. Journal Name 60(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 that have a colon, always capitalize the first letter of the first word after the colon.

Use full journal names rather than abbreviations.

For books, reports, etc., list the publisher city, state or province, and country. List number of pages.

For theses and dissertations, list the academic institution, city, state or province, and country. List number of pages.

Cite web pages like other citations, giving the individual or institutional author(s), the title of web page, web address where it can be found, and the date it was accessed by the author. ... Title 1999. Available on line at www.aia/seaice/1999. Accessed 25 September 2006.

Figures

Scale figures to fit the printed page (generally, 3.125", 4.25", or 6.5" wide and up to 9" tall). Try experimental photocopy reductions to be sure. Figures can be formatted in landscape mode. Each figure should be submitted as a separate high-quality high-resolution jpg or pdf file (600 dpi for grayscale, 350 dpi for color).

Make sure text of scaled figures is no larger than 10 pt. (~ 2 mm). Use only sans serif font such as Helvetica for labeling.

Bold formatting of text should be avoided.

Lines heavier than hairlines should be avoided. ... Avoid using gridlines.

Figures should have no background color.

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

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

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

Tables

Scale tables to fit the printed page (generally 3.125", 4.25", or 6.5" wide and up to 9" tall). Try experimental photocopy reductions to be sure. Tables can be formatted in landscape mode.

Format tables as simple rows of single-tab delimited text. NEVER use spaces or multiple tabs to separate elements in a table.

Format tables in 9 pt. Times New Roman.

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

Do not insert vertical lines in tables.