

INSTRUCTIONS FOR AUTHORS

Editorial Policy: The South Dakota Academy of Science is a forum for the promotion of scientific teaching, research, and service in the state of South Dakota. The South Dakota Academy of Science meets each spring for the purpose of annual business, awards, and the interchange of ideas, information, and results from scientists and students of science. The minutes of the annual meeting and the abstracts of presentations are published annually in the Proceedings of the South Dakota Academy of Science. In many cases, authors choose to submit a full manuscript of their presentation, which is published in lieu of the abstract. Deadlines for submission of full manuscripts are July 15 each year; to submit manuscripts, please adhere to the Submission Procedures listed below. Authors have the option of purchasing additional reprints; information on page and reprint charges will accompany the page proofs sent to the corresponding author. The following guidelines provide instructions for authors submitting manuscripts to the Proceedings. Be aware that these guidelines may vary from year to year, so please try to format your manuscript so that it meets the conventions described below.

Manuscript Submission Procedure: Manuscripts submitted for publication in Proceedings must be accompanied by **two** technical reviews. Authors are required to solicit reviewers that have expertise in the topic area of the manuscript. Co-authors of manuscripts are not considered reviewers. Each reviewer must provide their name, title, address, and phone number along with a brief review of the manuscript; to facilitate this process, the reviewers should use the Peer Review Form that can be downloaded from the Academy's web site (<http://acadsci.sdstate.org>). In turn, Authors must provide a brief [written] reconciliation letter of how reviewer comments were addressed along with a final, revised copy of the manuscript. The submission package must include the following: 1) two technical reviews (Peer Review Forms), 2) written reconciliation from authors, and 3) revised manuscript. Failure to adhere to the submission procedure will result in manuscripts being returned to authors. Submission of abstracts for publication in the Proceedings **do not need** to be peer-reviewed.

Abstracts or manuscripts may be submitted either electronically or by mail. Please do not submit abstracts or manuscripts both electronically and by mail. Include a cover letter with the address and telephone number of the corresponding author.

Electronic submission:

Electronic submissions should be forwarded to **Robert Tatina at rotatina@dwu.edu**. Manuscripts should be saved as MS Word files that include tables and/or figures. Reviewer comments and the author(s) reconciliation statement must be submitted as separate files (MS Word) along with the manuscript. Manuscript illustration files that have the extension .BMP, .GIF, .EPS, .JPG, .TIF, or .PCX are acceptable.

IMPORTANT: **Begin all file names with the corresponding author's last name** (e.g., Chipps_ms.doc, Chipps_review1.doc, Chipps_review2.doc, Chipps_reconcil.doc).

Mail submission:

Manuscripts may be submitted by mail by including one hardcopy and one electronic copy (3.5" disk or CD) of each manuscript. Hardcopies of reviewer's comments and reconciliation statement must also be included. Each diskette or CD should be identified with authors' names and by the format used (e.g., WordPerfect 6.0). Submit all information in MS Word. Illustration files that have the extension .BMP, .GIF, .EPS, .JPG, .TIF, or .PCX are acceptable. **Begin all file names with the corresponding author's last name** (e.g., Chipps_ms.doc).

Submission of Manuscripts. Mail manuscript submissions to:

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E-mail: rotatina@dwu.edu.

Membership. The author or one co-author of each abstract or paper must be a current member of the South Dakota Academy of Science.

Web Site Address. <http://acadsci.sdstate.org>

Format Conventions: All manuscripts and abstracts should be double-spaced throughout including tables and the literature cited section. All pages should be numbered serially in the upper right-hand corner. Use a 1-inch margin all around but do not justify the right margin or hyphenate words on the right margin (i.e., use word wrap). Avoid footnotes in both articles and abstracts. Use metric measurements unless English units are clearly more appropriate, in which case metric equivalents must appear in parentheses. Give scientific names for all species the first time the species' common name is used as follows: Culver's root (*Veronicastrum virginicum*). Write out numbers under 10, except in a series with numbers >10 or with measurements or percentages. Statistical terms and other measures should conform with the Council of Biology Editors Style Manual.

Manuscript Components:

TITLE PAGE

All manuscripts should include a title page that includes the author name(s), affiliation(s), and current mailing address(es).

ABSTRACT

Include a brief but informative abstract. The abstract should be a single paragraph of 200-300 words that concisely summarizes the results and conclusions of the study. The abstract should be followed by a short list of keywords (< 5). For authors submitting only an abstract, you may include a few literature citations, but please use sparingly.

INTRODUCTION

The introduction should include sufficient detail to establish the purpose and importance of the work being summarized. It should include pertinent literature related to the study question and end with a statement of the objectives/hypotheses being examined.

METHODS

The methods should include sufficient information for the reader to evaluate the data or repeat the study. It is better to be inclusive (i.e., overly explicit) when describing the methods used, but keep in mind that clarity and conciseness are important.

RESULTS

Results follow the methods section and should include a concise summary of your findings. Be careful not to 'discuss' implications of results; reserve these points for the Discussion section. Results that are presented in tables or figures should not be exhaustively discussed in the text.

DISCUSSION

The common trait among good scientific papers is a well-written discussion section. The discussion section is where you synthesize what has been learned from the study and provide direction or generalities for future studies. The discussion section should not be merely a summary of relevant literature linked to restatements of your results. Rather, it should be an informative essay that advances what is known about the subject area. Be careful, however, not to extend the discussion beyond what can be supported by the data reported in the results.

LITERATURE CITED. All references cited in the text should be listed at the end of the manuscript under the Literature Cited heading. References should be in alphabetical order by the last name of the author(s). If different works by the same author(s) are referenced, references should be in chronological order. Authors cited in the text of abstracts or papers should be indicated in parentheses by last name and year of publication (e.g., Wade 1967). When a citation has more than two authors, the last name of the first author followed by et al. should be used (e.g., Seabloom et al. 1978). Where two or more papers by the same author(s) have appeared in one year, the style should be (Stewart 1967a, 1967b).

Examples of Literature Cited

Bremer, P.E. 1977. Pelican kill. *Loon* 49:240-241.

Gipson, P.S., I.K. Gipson, and J.A. Sealander. 1975. Reproductive biology of the bobcat (*Lynx rufus*). *J. Mammal.* 56:605-612.

Green, J.C., and R.B. Janssen. 1975. Minnesota birds: where, when, and how many. University of Minnesota Press, Minneapolis. 789 pp.

Svihovec, L.K. 1967. A comparison study of the ecological distribution of small mammals in southwestern North Dakota. M.S. Thesis. University of North Dakota, Grand Forks. 68 pp.

Tables, Figures, Illustrations and Photographs. Tables should be double spaced throughout, without vertical lines, and with page numbers in the upper right-hand corner. If tables are more than one page in length, put "Table x. continued" on all subsequent pages. Each table should begin with a Table number (e.g., Table 1, Table 2, etc...) followed by a descriptive caption which is separated from the table headings and data by a horizontal line. Tables must be referenced in the text.

Figures should be done with black ink on firm quality paper or if computer generated, they should be of camera-ready quality (laser printer) with sharp lines suitable for reproduction. Photographs should be 5x7-inch, sharp, black and white glossy prints. When appropriate, a legend of symbols, etc., scale and a cardinal direction (e.g. North) should be indicated on figures of maps. On the back side, identify each figure or photograph lightly in pencil with the figure's number, author(s) name(s), and an indication of the top of the figure. Figure captions should be numbered (e.g., Figure x.) and typed on a separate sheet of paper at the end of the manuscript. Letters, symbols, and legends should be large and clear enough on all figures and photographs to be legible after copy reduction. Figures must be referenced in the text.