

Guide to Authors: Preparing and Submitting Your Manuscript for Publication in the IEP Newsletter or as a Technical Report

What Is The IEP Newsletter?

The IEP Newsletter is a quarterly publication that provides IEP program and science highlights as well as in-depth articles on important scientific topics for resource managers, scientists, and the public. The spring issue of the IEP Newsletter provides an annual overview of important results from all IEP monitoring programs and associated studies.

What is an IEP Technical Report?

An IEP Technical Report is an irregularly produced publication series that provides a venue for reporting on larger, more complex studies or data collection efforts, again focused on scientific topics for resource managers, scientist and the public.

What Types Of Articles Are Published In The IEP Newsletter?

Articles in the IEP Newsletter are usually shorter articles intended for rapid communication. Length and style vary from one or two brief paragraphs about an interesting observation to articles approximating the content and style of “notes” about full scientific studies in peer reviewed scientific journals. Articles in the IEP newsletter do not undergo external peer review; all primary research results should be interpreted with caution.

What Types Of Articles Are Published In An IEP Technical Report?

Manuscripts for an IEP Technical Report are usually those of > 70 type written pages that are too large to be easily handled in the IEP Newsletter. Similar to Newsletter articles, IEP Technical Report content does not undergo external peer review, so content should be interpreted with caution.

How Do I Submit My Manuscript?

1. Review current submission deadlines and identify the appropriate issue editor:
<http://www.water.ca.gov/iep/products/schedule.cfm> .
2. Submit electronic copies of your complete manuscript by e-mail to the appropriate issue editor. See file naming conventions below.
 - **IMPORTANT:** if your manuscript contains equations, symbols or special formatting of any kind you must **ALSO SUBMIT A PAPER COPY** for the editors reference.

- For *initial submission*, all tables can be in a single file and the same for graphics.
- For *final submission*, we will ask that you submit each table and graphic as a separate file to facilitate importing into page-making software.

3. Make sure the total size of attached files does not exceed 5 megabytes (5 MB). If file size exceeds 5 MB, submit manuscript on a CD or other electronic media (see list below).

4. Identify in email the number and type(s) of attached files so editor can confirm complete receipt of files.

5. Include complete contact information (full name, affiliation, address, phone number, fax number, and e-mail address) in case the editor needs to contact you with questions about your manuscript.

Editors will confirm receipt within 1 week and try to provide a timeline for review and response.

How Do I Name My Electronic Files?

Please use file naming conventions given below; if your software limits name size reduce letters and numbers for each name segment.

Editors prefer text in Microsoft Word, tables in Excel, and graphics in PowerPoint. Other file formats can be accommodated, but may lead to conversion problems.

File naming conventions: Start all file names with authors last name followed by target issue and year, a short title, and the type of contents (e.g., text, captions, tables, figures).

- Generic text document: AuthorLastName_IssueYear_ShortTitle_Text.doc
- Word manuscript document: Smith_Spring2009_DO2008_Text.doc
- A Figure captions only document: Smith_Spring2009_DO2008_Captions.doc
- PowerPoint file for each figure: Smith_Spring2009_DO2008_Fig1.ppt
- Excel file for each table: Smith_Spring2009_DO2008_Table1.xls

Remember graphics and tables can be provided in single files for initial submission, but should be separated into individual files for final submission.

Still have questions?

Please email or call the appropriate editor.

What Types of Electronic Transfer Media Can I Use to Submit My Files in addition to email?

Standard 650 or 700 MB CD-R or CD-RW
100 MB or 250 MB Zip disk (for IBM PC only)
1.44 MB/3.5-inch floppy disk (for IBM PC only)

How Do I Format and Submit My Text?

Format your manuscript on an 8.5 by 11-inch page in portrait orientation. Use three-quarter (0.75)-inch margins for all sides of the page. Number all pages. Include the manuscript title and your full name and contact information at the top of the page. (If you are one of several authors and acting as the submitting author, include your contact information.) Use no more than three heading levels: Heading 1 (centered); Heading 2 (aligned left); Heading 3 (aligned left in italic type). Use Arabic numerals (0.1, 2, 4853, etc.) throughout the text. Using both Standard International (SI) and English units is ideal (for example, cubic meters per second and cubic feet per second). Use units that your audience will readily comprehend. Use italic type in the text for Latin species names only. Do not bold or underline text. List references (under the heading "References") and personal communications (under the heading "Notes") at the end of the text. If you include additional material not cited in the text, list these items under a third heading called "Additional References." Submit the manuscript text, references and notes in one electronic file (see file naming conventions page 1).

How Do I Refer to My Tables and Figures in the Text?

Refer to figures as (Figure 1), not (Fig. 1). Refer to tables as (Table 1). Make sure you refer to all tables and figures in the text; however, do not embed the tables or figures within the text! Please provide figure and table captions as a separate document.

How Do I Cite My References and Personal Communications in the Text?

Cite references in the text using name-year system, not the citation-sequence system. (An example follows this paragraph.) Format details for citations under the name-year system can be found in *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers, 6th edition* (CBE 1994). If you do not have this desk reference, consider buying it. See the CBE website at www.cbe.org for ordering information.

Buffaloe, L. 1996. How to write an IEP Newsletter Article. IEP Newsletter. 9 (4): 1-20.

Cite personal communications using the person's last name and the words "personal communication, see Notes" in parentheses. For example, (Kleinfeldt, personal communication, see "Notes").

If you have specific questions about references or personal communications, or would like a "quick reference" sheet summarizing the CBE style and format, contact the issue editor.

What Kind of Electronic Files Can I Submit for Text?

Microsoft Word 2000 (.doc)
Corel WordPerfect 8 (.wpd)
Rich Text Format (.rtf)
ASCII text (.txt)

How Do I Format and Submit My Tables?

Format each table to fit on an 8.5 by 11-inch page with three-quarter (0.75)-inch margins on all sides. Portrait orientation is preferred. If your table is so large you need to use landscape orientation, consider creating more than one table. Format each table using the table format of a word processing program such as Word or WordPerfect or using a spreadsheet like Excel. You do not need to add lines or borders to your table unless it helps you as you create it. Structure your tables clearly with column headings and row headings unambiguously related to the contents they describe. Save and submit each table as a separate file, including the table number in the file name (see page 1 for naming conventions). **Do not** include the caption with the table. Please submit all captions, including table numbers, in a separate text file. Do not bold or underline text. Use italic type for Latin species names only. Providing both Latin and common species names is ideal, as is listing species names in phylogenetic order. At the minimum, give Latin species names or common names in alphabetic order. If you have 10 tables associated with your manuscript, you'll submit 10 individual files, 1 table in each file.

How Do I Format My Table Footnotes?

Refer to table footnotes with superscript, lowercase letters (for example, 110 cm^a, *Mus musculus*^b, Chipps Island^c, etc.). Be sure that the footnote appears in the appropriate place in the body of the table and the footnote text appears at the bottom of the table. Avoid lengthy footnote text.

What Kind of Electronic Files Can I Submit for Tables?

Microsoft Excel (*.xls)
Microsoft Word (*.doc)
WordPerfect (*.wpd)

How Do I Format and Submit My Figures?

Format each figure to fit on an 8.5 by 11-inch page in portrait orientation with three-quarter (0.75)-inch margins. Use Arial font for all text in the figure. Use your judgment regarding point size. Two conventions: 1) start with at least 12-point text and make sure all text (including axis labels and legends) is legible at full-page size. **Do not** include the caption with the figure. Please submit all captions, including figure numbers, in a separate text file. Save and submit each figure as a separate file, including figure number in file name (see naming conventions page 1). Do not bold or underline text. Use italic type for species names only. Do not put a border around the figure. Color graphics and pictures are acceptable, but when selecting colors consider that many downloaded newsletters will be printed in black and white. Avoid using shades of gray, as they often do not reproduce well. Consider using black, white and line patterns

(horizontal, vertical, diagonal) to distinguish among different data sets presented on the same graph. Ensure that legend pattern boxes are large enough to distinguish patterns even when reduced. Capitalize only the first word of axis labels and legends (this is called sentence case). Be sure to indicate the appropriate units (in parentheses) on all axes titles. Check proper positioning then “group” all features (e.g., arrows or additional text) added to a figure before saving the file. If you have 7 figures associated with your manuscript, you'll submit 7 separate files, 1 figure in each file.

What If My Figure Contains More Than One Graph?

To present more than one graph as a single figure (a composite figure), stack them vertically and label each component graph top to bottom with a capital letter (e.g., A, B, C, ...). The composite figure must fit within an 8.5 by 11-inch page with three-quarter (0.75)-inch margins. Refer to these component graphs in the text as Figure 1A, Figure 1B, etc. Align and group all component graphs of a composite figure before saving the file. Do not separate the component graphs of a composite figure; submit it as one file (see naming conventions page 1).

What Kind of Electronic Files Can I Submit for Figures?

Microsoft PowerPoint 2000 (.ppt)
Tagged Image File Format (.tif)
CompuServe Graphics Interchange Format (.gif)
(.jpg)
Zsoft PC Paintbrush bitmap (.pcx)
Adobe Illustrator 8 or 9 (.ai)
Lotus Freelance Graphics (.pre or .prz)
Corel Draw 8 (*.cdr)
Computer Graphics Metafile (.cgm)

How Do I Format and Submit My Table and Figure Captions?

Format each table and figure caption as a phrase or short sentence. Associate the figure and table numbers with the captions and order consecutively. Only the first word of each caption should be capitalized (this is called sentence case). Do not create a table caption that is merely a long list of its column headings. You may use more than one sentence explaining further details in a figure caption; however, any explanatory text for tables should be formatted as footnotes to the caption, to column or row headings or to specific data in the body of the table, as appropriate.

Submit the figure and table captions together in one electronic file (see naming conventions page 1). Acceptable electronic formats for captions are the same as for text.

How Do I Format My References and Personal Communications Lists?

Format your list of references using name-year system under the heading "References." Format details for the name-year system can be found in *Scientific Style and Format*:

The CBE Manual for Authors, Editors, and Publishers, 6th edition (CBE 1994) and subsequent revisions. If you do not have this desk reference, consider buying it (see the CBE website at www.cbe.org for ordering information).

Format your list of personal communications apart from your references under the heading "Notes." For each personal communication cited, include the first and last name of the person contacted; that person's affiliation; the type of communication (e.g., memo, phone conversation, e-mail, letter, or in-person conversation); and the full date (month, day, and year) you received the information.

List references and personal communications alphabetically at the end of the manuscript. If you include additional material not cited in the text, list these items under a third heading called "Additional References."

If you have specific questions about references or personal communications, or would like a "quick reference" sheet that summarizes the CBE style and format, please contact the lead editor (web link to issue editors).

Do I Need a List of Authors?

If your manuscript contains multiple sections or chapters that were written by more than one person, submit a list of authors in a separate electronic file. Include each author's first and last name, their affiliation(s), and the section(s) or chapter(s) they wrote. Acceptable electronic formats for a list of authors are the same as for text.

Do I Need a Table of Contents?

If your manuscript is more than 25 pages long and has multiple sections or chapters (i.e., destined for a Technical Report), submit a table of contents in a separate electronic file. Table of contents should include each chapter or section title and all heading levels (Heading 1, Heading 2, Heading 3) within each chapter or section. Acceptable electronic formats for the table of contents is the same as for text.

How Do I Format and Submit My Appendices?

Format each appendix (as appropriate to its contents) by following the instructions in the preceding sections for text, tables, or figures. Assign each appendix a capital letter (A, B, C, etc.) followed by a brief title describing its contents. For example, Appendix A: Calculations Used for Hydroacoustic Data Analysis. If an appendix contains text, tables, and figures, these elements must be submitted as separate files.

Submit a hard copy and an electronic copy of each appendix. If your appendix exists only in hard copy, be sure to submit the best quality hard copy available for reprinting.

What If I Forgot Something?

It can happen. Use the checklist below before you submit your electronic copies and hard copies to make sure you've included a complete manuscript. If you find out later that you've forgotten something, have additional questions, or have crucial information that affects your manuscript, please contact the issue editor as soon as possible (<http://www.water.ca.gov/iep/products/newsletter.cfm>).

- ❑ Manuscript text
- ❑ References and personal communications
- ❑ Tables (one table per electronic file)
- ❑ Figures (one figure per electronic file)
- ❑ Captions
- ❑ Appendices
- ❑ Table of contents
- ❑ List of authors