

## **An Example Manuscript for Submission to the *Journal of Natural History Education***

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### **Abstract**

This paper briefly demonstrates the requested style for submission of a manuscript to the *Journal of Natural History Education*. We explicitly discuss or implicitly demonstrate all of the various requirements for a manuscript so that articles published by the journal have a consistent, straightforward style. Our goal is to make the process of preparing a manuscript simple for the authors, the process of preparing an accepted article for publication easy for the editor, and the process of reading an article pleasurable for the user.

### **Introduction**

The *Journal of Natural History Education* seeks to be a different kind of journal in organization as well as in content. We want to make the publication process as smooth and fast as possible while at the same time relying on a volunteer staff and maintaining the highest quality in both peer-review and publication standards. This requires that authors make an effort to submit manuscripts that are as ready for publication as possible. To minimize the guesswork, we illustrate or describe here the guidelines for all aspects of a manuscript.

### **Manuscript Presentation**

*Writing style.* All papers must be in English. Write with precision, clarity, and economy. Use the active voice and first person whenever appropriate. Use American spellings (e.g., color, not colour) except when alternate spellings are used in citations. We recommend the CBE Style Manual, Sixth Edition, for details of style.

*Spacing and indentation.* Single-space all material (text, quotations, figure legends, tables, references, etc.). Separate paragraphs with a space. Do not indent paragraphs. Use hanging paragraphs for bulleted or enumerated lists. For example:

1. This would be the first item in a list. If the text in the first item were so long as to wrap around to the second line, it would begin under the first word of the first line.
2. This would be the second item in a list.
3. The same style would be used if the list were bulleted instead of enumerated.

*Font.* Use 12-point Times New Roman font.

*Tables and figures.* Tables are columns of numbers or text. All graphics that are not tables—such as drawings, photos, maps, flow charts, and graphs—should be called figures. Embed tables and figures directly in the text close to where they are first cited. (Do not worry about early page breaks; final placement of tables and figures will be done by the editor before the manuscript is converted to a pdf.) Give each table and figure a brief descriptive caption placed above. Tables and figures should be numbered sequentially and separately; thus, Table 1, Table 2, Table 3, ... and Figure 1, Figure 2, Figure 3, ... Be sure that all tables and figures are cited in the text.

Tables should be created with the Table feature of your word processor and *not* by simply using the Tab key. For example, Table 1 gives a simple list of some (but not all) issues to consider in a manuscript.

Table 1. Summary of style requirements for *JNHE* articles.

Element of manuscript	<i>JNHE</i> <sup>1</sup> style
Language	English
Font	12-point Times New Roman
Line spacing	Single
Paragraph spacing	Blank line between paragraphs
Enumerated lists	Hanging paragraph
Page numbers	None

<sup>1</sup> *Journal of Natural History Education*

All figures should be embedded in jpg or gif format. Please avoid including numerous photographs of teaching locations or of students engaged in activities. The primary purpose of an article should be to convey information. Thus, all figures should provide essential information for the article. Do not include figures for which you do not hold the copyright.

Figure 1, for example, shows how to embed a photograph in the text and add a descriptive caption.

Figure 1. Demonstration of how to safely hold a bird in preparation for applying a leg band.



*Appendices.* A table that gives information not critical to understanding the flow of the text can be given in an appendix at the end of the paper following the References section. Format appendices as described for tables. Number appendices sequentially, and cite each appendix in the text where appropriate. For example, Appendix 1 provides a checklist of all the points mentioned in this paper, which will help authors be sure that they are using proper format.

*Page numbers.* Do not add page numbers in either headers or footers. These will be added along with citation information by the editor before the manuscript is converted to a pdf.

*Web links.* You may include URLs to web resources in your article (<http://www.ouremailaddress.org>), including in the References section. If possible, convert URLs to hyperlinks to facilitate their usefulness to the reader.

*Numbers and units.* Whenever possible, use the International System of Units (SI) for measurements. Use leading zeroes with all numbers less than 1, including probability values (e.g.,  $P < 0.001$ ).

*Type effects.* Do not use type effects except for the following elements:

- Bold face first-order section headings and the title of the article.
- Italicize second-order section headings; scientific names; titles of journals, magazines, books, and newspapers; and emphasized words.

*Footnotes.* Avoid footnotes in the body of your manuscript; footnote material can always be incorporated into the text, which benefits the reader. Numbered footnotes below tables, if necessary, are acceptable, as shown in Table 1.

*Citations.* When citing a reference in the text, use the style shown in the examples in the following paragraph. All of these styles are acceptable, but please note the preferred use of

punctuation. When listing more than one citation in a single list, please list them chronologically starting with the oldest.

It has been said that natural history education is important (Wilcove and Eisner 2000). Fleischner (1999) argues that natural history has deep roots in human history. Numerous authors suggest that natural history is an important part of other disciplines (Trombulak and Klyza 2000, Trombulak et al. 2004, Fleischner 2005), such as conservation biology and natural resource management. The term “et al.” is an abbreviation for the Latin phrase “et alia,” meaning “and others.” It should be used when there are three or more authors. Note the correct punctuation. Some authors have published more than one article (Fleischner 1999, 2005), and some even publish more than one in a single year (Eisner 2003a, b). The use of the letters “a,” “b,” and so on should only be used if you cite two or more articles that all have the exact same authors and are published in the same year.

### **Writing a References Section**

The purpose of a References section is to provide information to readers on how they can find a source of information you used in your article. If a reader could not find a reference based on the information you provide, then either the citation you provide is not complete or it is not a citable source. Thus, do not cite unpublished documents (e.g., class handouts) or personal communications. Full references to all articles cited in the text must be given in the References section. All references given in the References section must correspond to citations in the text. Please double check this before submitting a manuscript. The list should conform in sequencing and punctuation to those given in the References section below. Please note that the references given in the References section below provide examples for all of the various types of publications you might use.

Please note especially the following:

- Use initials for first and middle names.
- Give the names of all the authors.
- For date of publication, only provide the year unless it is a newspaper article, in which case provide the complete date.
- Spell out titles of journals.
- Titles of articles should be the same as what was used in the original publication.
- When possible, include URLs for material available online. URLs should not be included for material that is posted on an author's website unless it is not available by any other means and is integral to the paper. However, referencing such material obligates the author to maintain it in perpetuity.
- List references alphabetically by first author. If the first author is the same on two or more references, list them alphabetically by second author. If all the authors are the same, list the references chronologically (oldest to most recent). If all the authors are the same and the references were published in the same year, use the convention of adding a letter

(starting with “a”) after the year. (Please remember that if you use the letter convention in the References section, you must use the letters when you cite the article in the text.)

## **Acknowledgements**

The authors thank the members of the Editorial Advisory Board for their careful review and approval of these guidelines.

## **References**

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Appendix 1. A checklist of proper format for manuscripts submitted to Journal of Natural History Education.

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### **Overall Format**

- 12-point, New Times Roman font only
- 1-inch margins on top, bottom, left, and right
- No page numbers
- No text in headers or footers
- Left justified with ragged right edge, except where noted as an exception

### **Elements of style**

- Use concluding comma with sequences; for example, this is an example sentence with one, two, and three items in sequence with properly placed commas
- Write in English, using American spellings
- Use SI units for measurement
- Insert leading zeros for numbers less than 1 (e.g., 0.05)

### **Paragraphs**

- Single spaced
- No indentation
- Blank line between paragraphs

### **Title**

- Centered, bold-faced

### **Author names**

- Centered, plain-faced

### **Author addresses**

- Written as complete sentence
- Email address in parentheses
- Full postal address, including country

### **Abstract**

- Simple description of the contents of the article

### **Headings**

- First order: bold, capitalize first letter of major words, separate line
- Second order (if any): italic, ending with a period, followed by text

### **Tables**

- Create tables with the table feature of word processor, not tabs
- Use horizontal lines to enclose table and headings only
- No vertical lines
- Place a descriptive caption place above the table
- Embed tables in text
- Number tables sequentially (1, 2, 3, ...)
- Cite each table in the text

### **Figures**

- Use jpg or gif format only
- Copyright held by one of the authors
- Place a descriptive caption above the figure
- Embed figures in text
- Used sparingly
- Number figures sequentially (1, 2, 3, ...)
- Cite each figure in the text

### **Bulleted or enumerated lists**

- Hanging paragraphs

### **References**

- Alphabetical in References section, chronological in text
- Follows style shown in Example Manuscript
- Use “et al.” in the text when a reference has three or more authors
- All references cited in the text should be included in the References section
- Only references cited in the text should be included in the References section

### **Footnotes**

- No footnotes except when necessary with tables

### **Appendices**

- Formatted as a table
  - Included at the end of the paper, following the References section
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