

## **Guidelines for Manuscript Preparation for *JTAS*** ***The Editorial Staff***

### **Full Document**

- **Double space** all text. Use **1 in. (2.5 cm) margins**. Use **Times** (12 pt.).
- Indent each new paragraph 5 spaces except for the first paragraph of the Introduction, which should not be indented.
- Left justify margins throughout text except on title page; leave ragged right margin.
- Include major section headings for Introduction, Materials and Methods, Results, Discussion, Conclusions (optional), Acknowledgments, and Literature Cited. Center and **bold-face** all headings.
- Include any Tables, followed by Figure Captions and Figures, at the end. Each Table and/or Figure should be presented on a separate page.
- Number each page in the top right-hand corner.
- Insert continuous **line numbers** in left-hand margin before submitting. Manuscripts should be submitted as a Word document.

### **Title Page**

- Center all items.
- Use Upper/Lowercase and bold-face for title.
- After title, type authors' names in Upper/Lower case on a single line; indicate corresponding author with an asterisk.
- List affiliations with addresses for each author. Each affiliation should be listed on a separate line and should be *italicized*. If multiple authors have the same affiliation, then list the affiliation only once. When more than one affiliation is warranted, indicate which authors are associated with each institution, by placing initials of author(s) in parentheses after the appropriate affiliation.
- An author's present address can be included as well as the address when the research was accomplished; insert the present address at the end of the affiliations list and place initials of author(s) in parentheses after the appropriate present address.

### **Example 1:**

#### **Diversity of Ground-Dwelling Insects in a Mixed Hardwood Southern Appalachian Forest in Eastern Tennessee**

M. M. Gibbs,\* P. L. Lambdin, J. F. Grant, and A. M. Saxton

*Center for Integrated Pest Management, North Carolina State University, Raleigh, NC 27606  
(MMG)*

*Department of Entomology and Plant Pathology, The University of Tennessee, Knoxville, TN  
37996 (PLL, JFG)*

*Department of Animal Science, The University of Tennessee, Knoxville, TN 37996 (AMS)*

\* Corresponding Author

**Example 2:**

**Notes on the Crayfishes of Blackburn Fork Watershed,  
Jackson and Putnam Counties, Tennessee**

Ben Brammell\* and Shawn Banks

*Department of Biology, Tennessee Technological University, Cookeville, TN 38585 (BB, SB)*  
*Present address: Department of Natural Sciences, Asbury University, Wilmore, KY 40390 (BB)*  
*Present address: Midwest Lake Management, Inc. Polo MO 64671 (SB)*

\* Corresponding Author

**Abstract**

- Begin the Abstract three lines below the last address.
- The abstract **should be one paragraph and should not exceed 250 words**. It should address the following: Major Premise of the Study, Methods, Key Results, and Overall Findings.
- Indent 5 spaces and type “Abstract” in Upper/Lower case. Follow the word “Abstract” with an em-dash.
- Use **bold-face** for the entire abstract.
- Use no acronyms and abbreviations. Cite no references.
- Suggest five to seven key words or phrases listed alphabetically for indexing purposes

**Example:**

**Abstract—Insert text here.**

Key words: eastern deciduous forest understory, light gap analysis, oak regeneration, *Quercus alba*, *Quercus rubra*

**Introduction**

- Begin the Introduction three lines below the Abstract.
- Type in Upper/Lowercase, bold-face, and center the heading—**Introduction**
- Skip a line and begin a new paragraph under the heading. Do not indent the first paragraph but indent all remaining paragraphs in the ms.
- Cite references when applicable using the following guidelines:
  - a) Cite publications parenthetically in the text with author(s)’ last name(s) followed by a comma and year of publication.  
e.g., (Carter, 2009) or (Stedman and Carter, 2009)
  - b) Use “et al.” to indicate three or more authors. Do not italicize “et al.”  
e.g., (Stedman et al., 2009)
  - c) Use commas to separate multiple publications by the same author in a series.  
e.g., (Carter, 2009, 2010, 2011)

- d) Use semicolons to separate citations of different authors in a series.  
e.g., (Carter, 2009, 2010; Stedman et al., 2009)
- e) List two or more citations in a series in chronological order.  
e.g., (Stedman, 2008; Carter 2009; Stedman and Carter, 2010)
- f) Place a lowercase letter (e.g. “a” and “b”, etc.) indicating chronological order after the publication year to distinguish works by the same author in the same year.  
e.g., (Stedman, 2011a, 2011b)
- g) Use “in press” for manuscripts that have been accepted for publication but have not yet been published.  
e.g., (Carter, in press)

### Materials and Methods

- Type in Upper/Lowercase, bold-face, and center the heading—**Materials and Methods**
- Skip a line and begin a new paragraph.
- Cite references in the text as necessary.
- *Italicize* common Latin words (e.g., *in vivo*). Use Arabic numerals for percentages, measurements, and years. Spell out numerals one through ten when included in the text except when used as units of measure.
- Abbreviate United States of America as (e.g., USA) throughout the document.
- Include a space between numerals and their associated units except for percentages and temperature. Metric units should be used.
- e.g., 20 m; 80 µg; 50 y; 25%; 95%; 2300 CST; 0600 EDT; 10 mL; 25°C
- Be explicit when describing statistical methods. Provide as much detail as possible regarding the analyses and the statistical software programs used; be sure to include a Lit. Cited entry for these.
- Use subheadings to organize different types of methodology when necessary. *Italicize* each subheading and follow it with an **em-dash**. The first letter of each word (except for articles such as “an”) in the subheading is capitalized.

### Example:

#### Materials and Methods

*Field Data Collection*—Begin text here.

### Results

- This section may be combined with the Discussion section, depending on the length of the paper. If it is to be combined, then the title should read Results and Discussion.
- Type in Upper/Lowercase, bold-face, and center the heading—**Results**.
- Skip a line and begin a new paragraph.
- All *P* and F-values from ANOVA, when presented parenthetically or otherwise, should include a space between the symbols and numerical values. “*P*” is italicized; “F” is

not. Include the *P*-value first followed by the *F*-value. A semicolon separates the two values. Degrees of freedom (df values) for *F* should be subscripted and separated by a comma with no spaces.

- e.g. ( $P < 0.05$ ;  $F_{3,42} = 7.14$ )
- If subheadings **are** used in the Methods section, include the same subheadings in the Results section and present findings accordingly.
- Reference tables and figures as follows:
  - a) Cite references to tables and figures parenthetically, spelling out “Table” and abbreviating “Figure.”  
e.g., (Table 1) or (Fig. 1).
  - b) “Table” and “Figure” become plural when multiple references are used in a single parenthetical element.  
e.g., (Tables 1 and 2) or (Figs. 1 and 2) or (Tables 1, 2, and 3)
  - c) Use a semicolon to separate references to tables and figures in the same parenthetical element, listing tables first.  
e.g., (Table 1; Figs. 2 and 3)
  - d) Use lower case letters to distinguish separate elements of a figure with multiple elements.  
e.g., (Figs. 1a, 1b, and 1c)

### **Discussion**

- This section may be combined with the Results section, depending on the length of the paper. If it is to be combined, then the title should read Results and Discussion.
- Type in Upper/Lowercase, bold-face, and center the heading—**Discussion**
- Skip a line and begin a new paragraph.
- A concluding paragraph that summarizes the overall findings should be included if a separate Conclusion section is not listed.

### **Conclusions**

- Inclusion of this section is optional. Some authors may elect to include it depending on the length of their paper. Others will choose to write a concluding paragraph at the end of the Discussion section.
- If included as a separate heading, type in Upper/Lower case and center the heading—**Conclusions**
- Skip a line and begin a new paragraph.

### **Acknowledgments**

- Spell American-style (i.e., Acknowledgments).
- Type in Upper/Lowercase, bold-face, and center the heading—**Acknowledgments**
- Skip a line and begin a new paragraph.
- Names should include the first initial followed by the last name.

- Include institutional affiliation(s), if listed, in parentheses following name(s).

**Example:**

**Acknowledgments**

We thank S. Stedman (Tennessee Technological University) and C. Carter (Tennessee Technological University) for reviewing this paper.

**Literature Cited**

- Type in Upper/Lowercase, bold-face, and center the heading—**Literature Cited**
- Skip a line and begin a new paragraph.
- List citations in alphabetical order by author last name.
- Use hanging indents.
- Single author citations are listed before multi-authored works from the same first author, regardless of date. Otherwise, citations of the same author are listed chronologically.
- When a single author has multiple publications in a single year, use “a” and “b” after the year to reference citations.
- Multi-authored works are first organized by number of authors, and are then listed alphabetically.
- For two authors: When two or more citations are listed with the same first author, citations will be listed alphabetically according to the second author.
- For three authors: When two or more citations are listed with the same first author, citations will be listed alphabetically according to the second author, followed by the third author.
- Use Upper/Lowercase for author names.
- Titles of articles are all lowercase except for the first letter of the first word and the first letter(s) of proper nouns. Italicize the title of long works only.
- Titles of books, theses and dissertations, and technical reports are italicized. Capitalize the first letter of important words.
- Names of journals article titles are abbreviated spelled-out AND italicized. Names of states, including Tennessee, are spelled-out.
- At the end of the Literature Cited section, include a footnote that includes space for date of receipt of manuscript and date the revised manuscript was accepted
- Suggest a running title.

**Examples:**

**a) Articles:**

Atwood, T. C., and H. P. Weeks, Jr. 2002. Sex- and age-specific patterns of mineral lick use by white-tailed deer (*Odocoileus virginianus*). *American Midland Naturalist* 148: 289–296.

Kile, H. M., J. Shaw, and J. N. Boyd. 2011. Relocation success of federally threatened *Scutellaria montana* (Lamiaceae, large-flowered skullcap) from a proposed highway corridor. *Journal of the Tennessee Academy of Science* 86: 101–104.

**b) Book chapter:**

Leonard, D. E. 1981. Bioecology of the gypsy moth. Pp. 9–24 in *The Gypsy Moth: Research Toward Integrated Pest Management* (C. C. Doane and M. L. McManus, eds.). USDA Technical Bulletin 1584, Washington, DC.

**c) Book:**

Ungar, I. A. 1991. *Ecophysiology of Vascular Halophytes*. CRC Press, Boca Raton, Florida.

**d) Thesis/Dissertation:**

Shultz, S. R. 1990. *Effects of Artificial Mineral Licks on White-tailed Deer*. PhD dissertation, Louisiana State University, Baton Rouge, Louisiana.

**e) Technical report:**

US Fish and Wildlife Service. 1984. *Recovery Plan for the Cumberland Bean Pearly Mussel*. Atlanta, Georgia.

<sup>1</sup>Manuscript received \_\_\_\_\_; Manuscript accepted \_\_\_\_\_

Running title: Diversity of Ground-dwelling Insects in Hardwood Forests

**Tables**

- Prepare tables in .doc(x) or .xls format
- Include tables, one per page, following the Literature Cited section; **do not embed tables** in the document.
- Place the table title directly above the table. Double space the title description.
- Number tables sequentially.
- Indent 5 spaces and type Table 1 in Upper/Lower case.
- For each table, include a top line border, bottom line border, and a border line to separate column headings from cell values. Do not show gridlines. The top border line is a double line.
- Center cell values

**Example:**

Table 1. Mean ( $\pm$  SE) number of students attending biology class per month throughout the fall semester across four years.

Year	Month			
	September	October	November	December
2000	20 $\pm$ 2	19 $\pm$ 2	18 $\pm$ 1	20 $\pm$ 2
2001	19 $\pm$ 1	20 $\pm$ 2	21 $\pm$ 3	18 $\pm$ 3
2002	18 $\pm$ 3	17 $\pm$ 1	20 $\pm$ 2	17 $\pm$ 2
2003	20 $\pm$ 3	23 $\pm$ 2	19 $\pm$ 2	16 $\pm$ 2

**Figure Captions and Figures**

- Submit figures individually at the online ms. submission website, not with the text of the ms.
- Prepare figures, including images, in TIFF, EPS, PDF, or JPG formats with 300 dpi.
- Preferably, **box** all figures.
- Include all figure **captions** on a separate page at the **end** of the text portion of the ms.
- Number figure captions sequentially. Double space captions.
- Indent caption 5 spaces and type abbreviated title (e.g., Fig. 1) in Upper/Lower case.
- Use lower case letters to distinguish separate elements of a figure with multiple elements. Each element of the figure should be clearly labeled.

**Examples:**

**Figure Captions**

Fig. 1. Map of the study area showing the location of ten randomly selected plots. Wetland plots are marked in blue triangles and forested sites are indicated by red squares.

Fig. 2. Frequency distribution of *Quercus rubra* and *Quercus alba* across ten plots.

Figs. 3a–3c. Images show the research site in 1940 (3a), 1970 (3b), and 2000 (3c). Notice how zonation has changed throughout the 60-y period.