

MANUSCRIPT GUIDELINES

Information for Authors
And
Style Manual

for the book entitled

TITLE TO BE INSERTED

EDITED BY

**TO BE FILLED BY THE
EDITOR**

PUBLISHERS

SCIENCE PUBLISHERS
(An Imprint of CRC Press/ Taylor & Francis Group)

Contents

CONTACT DETAILS OF THE EDITORS.....	3
WHY THIS BOOK AND TARGET AUDIENCE OF THIS BOOK	4
GUIDELINES FOR CONTRIBUTORS	4
➤ <i>SUBMISSION OF FINAL MANUSCRIPT</i>	5
➤ <i>GENERAL INSTRUCTIONS</i>	6
✓ <i>American vs. British orthography</i>	6
✓ <i>Capitalization of common nouns</i>	6
PERMISSIONS AND SOURCE LINES	7
➤ <i>SOURCE LINES FOR TABLES, PHOTOGRAPHS, AND FIGURES</i>	7
STYLE MANUAL	7
➤ <i>ABBREVIATIONS/ACRONYMS</i>	7
➤ <i>TO ITALICIZE OR NOT</i>	8
➤ <i>FIRST PAGE</i>	8
➤ <i>NAMES OF ORGANISMS</i>	8
➤ <i>NUMBERS</i>	8
➤ <i>PRESENTATION</i>	9
➤ <i>QUOTATION MARKS</i>	9
➤ <i>REFERENCE CITATION</i>	9
➤ <i>SYMBOLS</i>	13
➤ <i>HEADING LEVELS</i>	13
➤ <i>INDEXING</i>	14

CONTACT DETAILS OF THE EDITORS

**TO BE FILLED BY THE
EDITOR**

WHY THIS BOOK AND TARGET AUDIENCE OF THIS BOOK

**TO BE FILLED BY THE
EDITOR**

Each of you has the freedom to design the chapter and the chapter contents as you (and your co-authors) deem appropriate. For your, as well as our convenience, and that of the readers, we provide you here with a Style Manual that also includes Information for Authors. You may want to consult that for maintaining consistency in presentation.

Chapter size : words

Editor to insert

(+/- 15% is acceptable)

We are looking at the following timeframe for activity:

**Editor to
fill in dates**

- : Submission of full chapter for review
- : Editor to return papers to authors with suggested corrections
- : Authors to return papers to editors for final version
- : Manuscript to publisher

We earnestly believe that this is a reasonable timetable which allows each of you approximately 6 months to complete the first draft of your chapter.

We look forward to your acceptance and working with you.

GUIDELINES FOR CONTRIBUTORS

We will appreciate it if you would submit your manuscript in clear and readable English. Please see page 6 – for American vs. British spellings.

In order to ensure high quality, I urge each of you to subject your pre-final draft for review by at least one of your colleagues and acknowledge the person in your chapter.

Please follow the guidelines offered here when preparing the manuscript.

SUBMISSION OF FINAL MANUSCRIPT

Your final files must include:

- **Text file of each chapter in Microsoft Word file**
- **Illustrations must be submitted in the formats mentioned under heading ‘Illustrations & Tables’.**

Text File

- A complete Table of Contents is required. Please include full book title, author names and affiliations. A Preface should follow.
- Chapters must be submitted as separate files, clearly labeled.
- Each chapter must show the position of all numbered tables/figures within the text.
- All references, tables, and all table/figure captions must be provided. Captions may be placed within the text to serve as a notation for placement.
- All appropriate source lines for any previously published material must be included in the figure/table captions.
- **Format of the chapter does not matter. See below:**

Basic tips:

- **Do not format the chapters as if it were the final book. All will be typeset and formatted during the production process by us (publisher).**
- **Do not include layout formatting such as styles, borders, shading, etc.**
- Be consistent in use of special characters (Greek letters, mathematical symbols, etc.), abbreviations, and spacing (at ends of sentences, paragraph indents, bulleted material, reference lists, etc.).
- Input all Greek letters and mathematical symbols using the appropriate Unicode font.
- Use SI units (International System of Units) where possible, IUPAC nomenclature for chemicals, and generic (approved) names for drugs.

Illustrations & Tables

- **On no account should graphic data be saved as part of the text file or be embedded in Word; instead, each illustration should be submitted as a separate figure file.**
- Illustrations must be submitted in the below formats.
 - ✓ Color Photographs: Minimum 300 dpi/CMYK in Tiff format
 - ✓ Color Line Drawings: Minimum 300 dpi/bitmap
 - ✓ B & W Photographs: Gray Scale, minimum 450 dpi in Tiff format
 - ✓ B & W Line Drawings: Minimum 1000 dpi/bitmap or EPS
- Scan all the illustrations in the same size as they should appear in print.
- Adobe Photoshop or Corel Photopaint are suitable programs for processing scanned photos and generating graphics.
- Avoid scanning line illustrations. Instead they should be drawn afresh by the author so that the lines and lettering are sharp. If scanning cannot be avoided, please delete the original lettering within the figure and type in afresh.
- Save figures in a suitable standard format such as TIFF, JPG, or BMP.
- If possible, do not scan printed material as this produces a lower contrast.
- Where illustrations should appear in black and white, do not produce them in color. This could lead to a loss of quality.

Number of Color Illustrations in the entire book must be restricted to the number specified in the contract

- Do not scan any tables that are to be included, all text tables must be provided in editable format rather than as image files.
- Tables can be placed within the chapter text, it is not necessary to submit them separately.
- The **table number and caption** should appear above each table, without punctuation; the **figure number and caption** should appear below each figure, with punctuation.
- Do not number your Figures/tables/equations consecutively throughout the entire book. All numbering must start with 1 in each chapter.

GENERAL INSTRUCTIONS

American vs. British orthography

Use whichever you prefer but the use must be consistent within your chapter. To those using British spelling:

Since the latest Oxford dictionary accepts the use of ‘z’ spellings, such as recognize, utilize, organize etc, authors are requested to use ‘z’ spellings throughout, regardless of whether they are using British or American orthography in their chapter.

Capitalization of common nouns

The preferred presentation of rivers, bridges, lakes etc. is given below

(a) River, creek (singular)

- Proper name precedes it and is capped
- River/Creek capped (e.g. Thames River, Marris Creek)

(b) Bridges, rail bridge, deck bridge

- Proper name precedes it, and is capped
- Bridge lower case i.e. not capped (e.g. Tay rail bridge)
- Exceptions = well-known, one-of-a-kind, e.g. Golden Gate Bridge.

(c) Lake (singular)

- Proper name usually follows and is capped
- Lake capped (e.g. Lake Superior)
- Exceptions are numerous, e.g. Lake Eyrie (best to check an international atlas)

(d) Estuary, delta mouth, source, reservoir and descriptive terms (first, freshwater etc)

- NOT capped

(e) Rivers, lakes, creeks, bridges used in plural context. Not capped e.g. London bridges, the Yangtze and Mississippi rivers.

PERMISSIONS AND SOURCE LINES

As indicated in your contract, it is each Author, Editor, or Contributor's responsibility to obtain all necessary permissions for copyrighted material that is appearing in their chapter. Permissions must be obtained from the original copyright holder, usually the original publisher, and depending on the copyright holder may be necessary *even if it is your own material*.

SOURCE LINES FOR TABLES, PHOTOGRAPHS, AND FIGURES

Two of the most common source lines used for illustrations are shown below. A figure source line is enclosed in parentheses and included after the caption. Table source lines should not be enclosed in parentheses and should appear below the table body.

Figure Source Line for Book:

(Reprinted with permission from Steven Shapin, *The Scientific Revolution* (Chicago: University of Chicago Press, 2006), 15-64.)

Table Source Line for Journal:

Source: Data from Richard Adams, "Investment and Rural Assets in Pakistan," *Economic Development and Social Change* 47, no. 1 (2010): 155-73.

STYLE MANUAL

ABBREVIATIONS/ACRONYMS

Abbreviation/acronyms are acceptable in text if they are used universally in your discipline and your readers will easily understand them. They should be used consistently throughout a book. All but universally well-known ones should be spelled out at the *first mention* in the text.

Use standard abbreviations as listed in the most recent edition of *Council of Biology Editor's Style Manual*, *Scientific Style and Format Manual for Authors, Editors, and Publishers*, 6th Edition, or those listed in this *Style Guide*. Avoid nonstandard abbreviations.

Time

Use hr for hour, min for minute, s for seconds, yr for year, mon for month, wk for week, d for day. Do not add 's' to create plural. (E.g., 6 yr, 4 mon).

Figure(s)

Use 'Fig.' if singular and 'Figs.' for plural. (e.g., Fig. 8; Figs. 9 and 10).

Dates

Present dates as day month year (e.g. 20 September 2000). Do not write as 20th September 2000 or 20th of September 2000 or September 20, 2000. Do not abbreviate names of months in the text.

Measurement Units

Write in metric units. Use standard abbreviations for all measurement units (Consult the latest edition of *Merriam–Webster’s New Collegiate Dictionary*).

TO ITALICIZE OR NOT

et al., per se *should always be in Roman*

in situ, in vitro, in vivo should be in italics

Species and genus names in italic (eg., *Tanacetum umbelliferum*).

FIRST PAGE

Align the full name and all the contact details (full postal address, telephone and facsimile numbers, email ID) of all the authors at the upper right, below the title.

In case of multiple authors please indicate who the corresponding author is.

Provide the chapter title in full, starting from the left and use bold face upper case and lower case fonts mixed. Maximize capitalization in the title; i.e. use capitals for all words except prepositions and conjunctions, e.g. **Biology and Ecology of Toxigenic Algae**.

Insert the systematic position of the alga (Order: Family) or the (Family) immediately after the name of the organism, if necessary.

NAMES OF ORGANISMS*Use of Binomials*

Give the biological name and the authority at first mention of each organism in the abstract and again in the text.

Use the most recent binomial for indicating names of plants and animals (e.g. follow the *International Code of Botanical Nomenclature*).

Do not abbreviate common names.

NUMBERS

Spell out numbers at the beginning of a sentence. Spell out numbers one through nine.

Use 10 and up as numerals, unless they are used as units of measure (7 mg; 1800 h).

Spell out ordinals first through ninth, along with two-fold, one-way ANOVA, and one-half. Ordinals 10 and higher are written as numerals, such as the 10th or the 51st.

All numbers less than 1 are preceded by a zero (e.g., $P < 0.05$).

When a number is >1,000, use a comma to separate hundreds from thousands (e.g., 3,243).

Use a semicolon to separate different types of citations (Fig. 5; Table 7).

Repeating symbols or units of measure in a series is unnecessary (e.g., 70, 80, 90 mg, respectively).

PRESENTATION

Order of elements are as follows

- Introduction
- Text
- Acknowledgments
- References Cited

Tables and Figure Legends should be placed within the text following the text citation to the figure.

Footnotes

Footnote should be numbered 1,2,3 and should be inserted on the page itself.

QUOTATION MARKS

Use double quotation marks “ ” for quoted information only.

REFERENCE CITATION

Cite only those articles published or formally accepted for publication (in press).

Check and include all the references mentioned in the text.

Include adequate information to enable the reader to access cited materials (e.g., citations of books and conference proceedings must include name and location [city and state or country of the publisher]).

Textual Citations

Single Author

(Parker 1987)

Two Authors

(Smayda and Reynolds 2001)

More than Two Authors

(Falkowski et al. 1980)

Multiple Citations

(Braarud 1945, Ballek and Swift 1986, Figuiras et al. 1994)

Multiple Publications by the Same Author(s)

(Anderson 1989a, b, c, d, e, f, 1997, 2000)

Personal Communications

(B.D. Scott, personal communication)

Keep a letter of permission from the correspondent to cite personal communications.

Unpublished Data

(R.R.A., unpublished data) for one author or
(unpublished data) for all authors.

In Press

(Hallgraeff et al. 2000) for in press, cite projected year of publication.

Software

(Minitab 1995) for software user's manual.

End-List Citations

- ***Published Journal Articles***

Single Author

Dickie, I.A. 2007. Host preference, niches and fungal diversity. *New Phytol.* 174: 230–233.

Two Authors

Hallegraeff, G.M. and C.J.S. Bolch. 1992. Transport of diatom and dinoflagellate resting spores in ships' ballast water: implications for plankton biogeography and aquaculture. *J. Plankton Res.* 14: 1067–1084.

More than Two Authors

Hallegraeff, G.M., J.A. Marshall, J. Valentine and S. Hardimen. 1998. Short cyst-dormancy period of an Australian isolate of the toxic dinoflagellate *Alexandrium catenella*. *Mar. Freshw. Res.* 49: 415–420.

More than one Publication in the Same Year of an Author

Duponnois, R., H. Founoune, D. Masse and R. Pontanier. 2005a. Inoculation of *Acacia holosericea* with ectomycorrhizal fungi in a semi-arid site in Senegal: growth response and influences on the mycorrhizal soil infectivity after 2 years plantation. *For. Ecol. Manag.* 207: 351–362.

Duponnois, R., M. Paugy, J. Thioulouse, D. Masse and M. Lepage. 2005b. Functional diversity of soil microbial community, rock phosphate dissolution and growth of *Acacia seyal* as influenced by grass-, litter- and soil-feeding termite nest structure amendments. *Geoderma* 124: 349–361.

- **When there are more than six authors you should list only first six authors followed by et al. In text citation, first author followed by et al.**
- **If the year of publication is not given in a particular reference, it should be clearly indicated that it is in preparation/in press or unpublished.**

Article not yet printed (in press)

Rourke, W.A. and C.J. Murphy. 2013. Animal-free paralytic shellfish toxin testing—the Canadian perspective to improved health protection. *J. AOAC Int.* (in press).

- ***Authored Book***

Harley, J.L. and S.E. Smith. 1983. *Mycorrhizal Symbiosis*. Academic Press, London.

- ***Chapter in an edited book***

Shilo, M. 1981. The toxic principles of *Prymnesium parvum*. pp. 37–47. *In*: W.W. Carmichael [ed.]. *The Water Environment: Algal Toxins and Health*. Plenum Press, New York, USA.

Whitehead, R.F., S.J. de Mora and S. Demers. 2000. Enhanced UV radiation—a new problem for the marine environment. pp. 1–34. *In*: S.J. de Mora, S. Demers and M. Vernet [eds.]. *The Effects of UV Radiation in the Marine Environment*. Cambridge University Press, New York, NY, USA.

- ***No Author Given or Anonymous***

WRB. 1998. *World Reference Base for Soil Resources*. World Soil Resources Report 84, FAO, Rome, Italy.

[EDSTAC] Endocrine Disruptors Screening and testing Advisory Committee, Final Report, 1998. EPA, Washington, USA.

- ***Paper from Conference Proceedings***

Chorny, M. and R.J. Levy. 2009. Site-specific analgesia with sustained release liposomes. *Proc. Natl. Acad. Sci. USA* 106: 6891–6892.

- **Theses/Dissertations**
Moore, R. 1980. Migration and Reproduction in the Percoid Fish *Lates calcarifer* (Bloch). Ph.D. Thesis, University of London, London, UK.
- **Software**
Minitab. 1995. Minitab user's guide. Minitab, Inc., Philadelphia, USA.
- **Patent**
Onyuksel, H., and I. Rubinstein. 2001. Materials and methods for making improved micelle compositions. U.S. Patent # 6,217,886.
- All reference entries should be arranged in **ALPHABETICAL ORDER**. In respect of entries where the first author is same then such entries should be arranged YEAR-WISE as below:
 - Freitas, J.S.**, A.J. Kupsco, G. Diamante, A.A. Felício, E.A. de Almeida and D. Schlenk. **2016**. Influence of temperature on the thyroidogenic effects of Diuron and its metabolite 3,4-DCA in tadpoles of the American bullfrog (*Lithobates catesbeianus*). Environ. Sci. Technol. 50: 13095–13104.
 - Freitas, J.S.**, A.A. Felício, F.B. Teresa and E.A. de Almeida. **2017a**. Combined effects of temperature and clomazone (Gamit®) on oxidative stress responses and B-esterase activity of *Physalaemus nattereri* (Leiuperidae) and *Rhinella schneideri* (Bufonidae) tadpoles. Chemosphere 185: 548–562.
 - Freitas, J.S.**, F.B. Teresa and E.A. de Almeida. **2017b**. Influence of temperature on the antioxidant responses and lipid peroxidation of two species of tadpoles (*Rhinella schneideri* and *Physalaemus nattereri*) exposed to the herbicide sulfentrazone (Boral 500SC®). Comp. Biochem. Physiol. C Toxicol. Pharmacol. 197: 32–44.
 - Freitas, J.S.**, L. Giroto, B.V. Goulart, L.O.G. Alho, R.C. Gebara, C.C. Montagner, L. Schiesari and E.L.G. Espíndola. **2019**. Effects of 2,4-D-based herbicide (DMA® 806) on sensitivity, respiration rates, energy reserves and behavior of tadpoles. Ecotox Environ Safe 82: 109446.
 - Hanlon, S.M.** and R.A. Relyea. **2013**. Sublethal effects of pesticides on predator–prey interactions in amphibians. Copeia 4: 691–698.
 - Hanlon, S.M.**, K.J. Lynch, J.L. Kerby and M.J. Parris. **2015**. The effects of a fungicide and chytrid fungus on anuran larvae in aquatic mesocosms. Environ. Sci. Pollut. Res. 22(17): 12929–12940.

Hayes, T.B., P. Falso, S. Gallipeau and M. Stice. 2010. The cause of global amphibian declines: a developmental endocrinologist's perspective. *J. Exp. Biol.* 213: 921–933.

Hayes, T.B., L.L. Anderson, V.R. Beasley, S.R. Solla, T. Iguchi, H. Ingraham et al. 2011. Demasculinization and feminization of male gonads by atrazine: consistent effects across vertebrate classes. *J. Steroid Biochem. Mol. Biol.* 127: 64–73.

- *Initials of second and subsequent authors in an entry:* please follow the same style across all chapters. Thus if in most chapters the initials of the second/subsequent authors is given AFTER the surname then do not change. The opposite also holds true. The object is to have a consistent style throughout **that particular book**. For e.g.,

Hallegraeff, G.M. and Bolch, C.J.S. 1992. Transport of diatom and dinoflagellate resting spores in ships' ballast water: implications for plankton biogeography and aquaculture. *J. Plankton Res.* 14: 1067–1084.

Whitehead, R.F., de Mora, S.J. and Demers, S. 2000. Enhanced UV radiation—a new problem for the marine environment. pp. 1–34. *In:* de Mora, S.J., Demers, S. and Vernet, M. [eds.]. *The Effects of UV Radiation in the Marine Environment*. Cambridge University Press, New York, NY, USA.

- In reference entries, do ***not*** change et al. to italics or vice-versa.
- If consistent style is followed in ALL chapters, please do ***not*** change the style.

SYMBOLS

% and Percentage

Use the symbol % only with numerals in tables and figures. Do not leave space between the number and the symbol %. In the text use the word percentage (e.g., percentage of infestation).

Per and Slash

Use 'per' rather than slash unless reporting measurements in unit to unit. (e.g., arthropods per gall and not arthropods/gall; mg/mm² and not mg per mm²).

HEADING LEVELS (Maximize capitalization in all heading levels)

FIRST-LEVEL HEADINGS

All CAPS and bold-face.

Second-Level Headings

Upper Lowercase and bold-face and flush to the left. Start the running text on the following line. Do not indent the first line of the first paragraph. Indent the remaining paragraphs within that section by 1 cm.

Third-Level Headings

Italicize and bold-face and flush to the left. Start the running text on the following line. Do not indent the first line of the first paragraph. Indent the remaining paragraphs within that section by 1 cm.

Fourth-Level Headings

Italicize and flush to the left. Start the running text on the same line, separating the title from the text with a period. Indent the first line of the following paragraphs within that section by 1 cm.

INDEXING

Each chapter author to provide a list of key words (minimum 10 and maximum 15) that we (the publisher) shall use to generate a book index.