



THE JOURNAL OF NEMATOTOLOGY

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AUTHOR'S CHECKLIST FOR PREPARATION OF PAPERS

(Author: complete and submit with manuscript)

General

For manuscript preparation see "Information for Contributors" in March issue of JON, consult a recent issue of the journal, and read the JON "Author's Publication Handbook and Style Manual" (available from the Editor-in Chief (EIC) or the SON web site (<http://ianrwww.unl.edu/son/jon.htm>). Authors are charged for each alteration made on page proofs that are not the result of a printer error.

- Manuscript was critically reviewed by two colleagues and their names are included in the letter of submission.
- Manuscript has at least 25 mm margins (1 inch) on all sides.
- Manuscript is *double-spaced throughout*, including title page, literature cited, tables, footnotes, and figure legends.
- Type is standard elite or pica or manuscript is printed with a font and size yielding 10 to 14 characters per 25 mm and with a line spacing of no less than 3 per 25 mm.
- Left margin is justified, right margin is uneven (not justified).
- Line numbering used.
- Words to be italicized are underlined or in italics if text is generated by a word processing. The two styles are not mixed. Bold type has *not* been used.
- Last name(s) of author(s) and page number appear in the upper right-hand corner of page 2 and all pages following, including figure legends and tables.
- Paper is assembled in the following order: Title page, Abstract, Text, Literature Cited, Tables, Figure Legends, and Figures.

Title and Authors

- The first letter of each word and proper nouns in the title are capitalized.
- Title is no more than 100 characters including spaces.
- Authors and addresses are in journal style (first author, second author, etc.).
- Scientific names of plants and animals are given.
- States names are U.S. postal code abbreviations.
- Trade names of chemical or common names of nematodes are not given.
- E-mail address of the corresponding author is included, if available.
- Footnotes for current addresses, designation of the corresponding author with e-mail address, and required institutional statements are placed on title page.
- References with multiple authors are in sequence alphabetically by author, *not* by date.
- Articles cited as 'In press' were accepted for publication and the

- A running head of no more than 60 characters including spaces is suggested.

Abstract and Key Words

- Follows title page with a page break separation.
- Contains no more than 1,300 characters including spaces.
- Authorities for species are *not* cited in abstract.
- References and abbreviations are *not* used.
- Key words are informative, in alphabetical order, and include words appearing in title.

Text

- First-level headings (MATERIALS AND METHODS, RESULTS, DISCUSSION, LITERATURE CITED, or taxonomic names used as main headings) are all capitals and are centered.
- Second-level headings are underlined and indented. First letter of first word only is capitalized. Headings are followed by a colon (italicized), with text following immediately.
- Third-level headings are identical to second-level headings, except followed by a period only.
- Citation of nomenclatural authorities for taxa is optional except for taxonomic papers. When cited, authors of all specific and infraspecific taxa except *forma specialis* should be given, but only when first used in the text or in a table. If authors for taxa are cited in a table, do not repeat in the text.
- All references cited in the text are cited in LITERATURE CITED.
- All tables and figures are cited in the text and in the order in which they are numbered.
- Voucher specimens, cultures and molecular sequence data are deposited in appropriate collections and data banks.
- Taxonomy papers follow the format contained in Journal of Nematology 21: 444-445.

Literature Cited

- JON "Author's Publication Handbook and style Manual" was used to determine proper style for citing journals, books, etc.
- All references were cited in text. Extra references were deleted.
- Journal titles are not be abbreviated.
- All citations were verified against original sources, especially accents, diacritical marks, and spellings in languages other than English. All German nouns are capitalized. name of the journal or publisher is included.
- In journal articles with more than one author, surnames and initials appear in the correct order (surname, initials, then initials and

surname).

- In edited works, pages and editor(s) are cited in the correct position.
- For books, names of states or foreign countries are included. State names are abbreviated according to U.S. postal code.
- Citation format for AAN issued in 1987 and 1988 is *Annals of Applied Nematology* (*Journal of Nematology* 19 or 20, Supplement) 1:00-00 or 2:00-00. Beginning with the 1989 issue the citation format is *Supplement to the Journal of Nematology* (volume and page range).

Tables

- Each table starts on a separate sheet and is double-spaced throughout.
- Tables are numbered with arabic numerals. Table titles start with the indented word "Table" and number followed by a period. Title follows immediately on the same line with only the first letter of the word capitalized (except proper nouns).
- Type size is the same, or nearly the same, as in text.
- Footnotes (indented) are indicated by lower case superscript letter (^{a, b, c, etc.}).

Figure Legends

- Legends begin on a separate page and are grouped in paragraphs according to figure arrangement. A separate page is *not* used for each group or plate.
- Legends are double-spaced.
- Legends are in paragraph form, indented, and begin with a statement for grouped figures.

Figures

- Plates do not exceed 23 x 30 cm (9 x 12 inches), including margins.
- Reviewers' copies are reduced to manuscript page size if originals are larger.
- Figures fit maximum length of 21 cm (6.5 inches).
- Figures are grouped to fit the following widths:
 - a) 1 column = 68 mm;
 - b) full page = 140 mm
- If several photographs or drawings are included, they are grouped into one or more plates.
- Photographs are at the finished size, or as close as possible. Cropping was indicated in the margins immediately adjacent to the image.
- Photographs and drawings are on separate plates.
- Photographs are mounted on illustration or copy paper with edges touching, not overlapping. They lie flat without bubbles, dents, or mars. White rules between photos are added by the Printer. Color plates must be mounted on flexible backing.
- A top and bottom margin about 25 mm is present on each plate.
- Figures are numbered consecutively, e.g., Figs. 1A,B,C; 2,3, etc. or Figs. 1-3.

- A plate of drawings is either one figure with consecutive letters for each drawing or several figures with each drawing numbered consecutively.
- Symbols, numbers and letters are press-on, printed graphics or made with a lettering instrument. Hand-written or typed symbols are *not* used. Transfer letters are preferred over Kroy type.
- Size of symbols and numbers is nearly the same as in the printed text or is adequate to permit reduction or enlargement indicated.
- Magnifications are indicated by scale bars on figures, or reduction or enlargement has been taken into account when calculating magnifications for figure legends.
- A protective cover sheet was attached to each plate.
- Figures and plates are labeled on the top front right-hand margin in black ink as follows: first author surname, Fig. no.(s), reduction (% or final size = 1 col. or 2 col.).
- Drawings are being submitted either as the original or as a photostats (*not* photocopy) reduced to journal size.
- Graphs will usually be reduced to one column. This reduction was taken into account in labeling graphs.

What to submit

- This checklist with completed items marked.

First submission for review (mailed to the EIC):

- Four copies of text, original figures plus three good photographic copies (photocopies prepared by a laser color photocopier preferred). Reduce figure copies to manuscript page size if originals exceed that size. Originals are retained in the Editorial Office by the EIC.

Revised submission after review:

- Two copies of text plus originals of revised figures, if any. Original figures retained by the EIC will be used if no revisions are required.

After preparing the manuscript, reread the "Information for Contributors" and the "Author's Publication Handbook and Style Manual" to make sure that everything is correct and nothing was omitted. This checklist covers technical errors frequently noticed by the JON editorial staff.

Ck_list (Revised October 1996)