Instructions to Authors for Preparing Manuscripts
Prior to submitting via Peer Track

Natural Areas Journal

Please read: the NAJ has also instituted a new process for manuscript submissions.

> **We have designed these instructions in a bulleted format so that you may use them as a checklist, where appropriate.**
> **Please read and carefully follow the instructions.**

Digital File Formats

- Submit Manuscripts in **Microsoft Word**
  - If you are using a Mac, make sure your file is fully readable by, or converted to, **PC format**.
  - Use as few formatting codes as possible and **turn off all formatting templates** prior to saving files on the disk. In other words, create a straightforward, plain manuscript *without:* *(1)* font changes (except italics), (2) line centering, (3) running heads, **or** (4) <u>anything</u> **else that embeds unique codes into the electronic manuscript**.
- Submit figures in separate image files (jpeg, pdf, ping, tiff, etc.).
- Submit tables in MS Excel (much **preferred**) or MS Word.

See detailed format instructions for text and graphics in below sections beginning on page 2.

Contents

Please be sure to include the following contents, double-spacing all text:

- Manuscript title
- Authors
- <u>Each</u> author's address, phone, email
- Word count (all text from Abstract through the Literature Cited)
- Abstract (maximum of 250 words)
- Index terms (maximum of 5, in alphabetical order)
- Text (Introduction, Methods, Results, Conclusions as appropriate)
- Acknowledgments
- Brief author biographical sketches
- Literature cited (we do *not* include unpublished works in our Literature Cited)
- Figure, table, and appendix captions, following the manuscript text
- Figures, tables, appendices in separate files; see details in *Figures and Tables*, below
  - (Extensive appendix or supplementary material may need an external platform)

NAJ Style and Formatting

Please use the following as a checklist to ensure that your manuscript follows *NAJ* style and formatting requirements:

Spacing
- ☐ Use one space after all periods. Always.
- ☐ Do *not* indent paragraph beginnings.

Metrics
- ☐ Use metric units (International System of Units, SI) for all measurements.

Maps
- ☐ All maps must have a metric scale and a compass.

Nomenclature
- ☐ Include the Latin name, in italics, for all species when first introduced in both the Abstract and the main body of your manuscript.
- ☐ Add the naming authority (without year) for all species at first mention in the main body of the manuscript, not in the abstract.
- ☐ Do not italicize common Latin terms, such as in situ and ex situ, if they can be found in *Webster's Collegiate Dictionary* (*Eleventh Edition*).

Writing style
- ☐ Use the active voice wherever appropriate (*We concluded…* not, *It was concluded*).
- ☐ Use shorter sentences rather than longer sentences.
- ☐ Do not use ampersands — write the word "and" instead.

References
- ☐ Check that all in-text citations have a matching literature cited entry, and vice versa, and are in the appropriate location within the text body, in numerical order.
- ☐ Separate multiple in-text citations within the same parentheses by semicolons, not commas (e.g., Johnson et al. 2010; Roberts 2011, 2012; Anderson 2013a, 2013b).
- ☐ Literature cited entries generally (but not exactly) follow the *Chicago Manual of Style*, and must follow this format exactly:
  - o No space between author initials.
  - o Author initials always come <u>before</u> the last name, except for the lead author.
  - o No parentheses around publication date.
  - o ***Always include*** publisher, city and state, or a URL if available online.
  - o Spell out journal names (never abbreviate them) and <u>do not italicize them.</u>

  Example journal article:

  James, J.J., T.J. Svejcar, and M.J. Rinella. 2011. Demographic processes limiting seedling recruitment in arid grassland restoration. Journal of Applied Ecology 48:961-969.

  Example chapter in a technical report:

Guyette, R.P., R. Muzika, J. Kabrick, and M.C. Stambaugh. 2004. A perspective on *Quercus* life history characteristics and forest disturbance. Pp. 138-149 *in* Martin Spetich, ed., Upland oak ecology symposium: History, current conditions, and sustainability. General Technical Report SRS-73. USDA Forest Service, Southern Research Station, Asheville, NC.

Example book:

Weaver, J.E. 1954. North American Prairie. Johnsen Publishing, Lincoln, NE.

Example chapter in a book:

Wilcove, D.S., C.H. McLennan, and A.P. Dobson. 1986. Habitat fragmentation in the temperate zone. Pp. 237-256 *in* M.L. Soulé, ed., Conservation Biology: The Science of Scarcity and Diversity. Sinauer Associates, Sunderland, MA.

For more examples, visit https://www.naturalareas.org/journal and click on the link to view a sample *NAJ* article online.

Headings

☐ Be consistent in your style for subheads of the same level. We will use no more than three levels of subheads. We suggest using the following scheme of type to indicate levels of headings:

Example of Level 1 Headings

INTRODUCTION

METHODS

Example of Level 2 Headings

Study Site

Sampling Methods

Example of Level 3 Headings

Hydrologic Parameters

Vegetation Plots

Figures and Tables *(instructions for figure and table formatting **after** formal acceptance)*

Definitions:
Tables are all text and numbers and there is no resolution requirement whatsoever for a table.

Figures, on the other hand, are graphics: pictures, maps, drawings, photographs, etc., and are formatted entirely differently by the Production Manager in Adobe Photoshop or Illustrator.

The requirements for figures for the *Natural Areas Journal* are as follows:

- ☐ The *NAJ* is printed in black and white; if a figure has shaded areas, please be sure that the grayscale settings are used.
- ☐ Text within figures should be approximately 10 point Times New Roman *when in final printed form on the page*.
- ☐ For figures, export to digital graphics file formats: .pdf, .gif, .tif, .jpg, .png, etc., and please provide high-quality hardcopies if the resolution or size is questionable. We cannot accept or work with pict.CLIPPING graphic format files.

<u>**NOTE:**</u> Although your images may look good on your computer screen, when imported into Word, the resolution of a graphic from *any format used* automatically drops to a low resolution once it is imported. **Therefore, any image (a figure) imported into a Word file will not be an acceptable digital format for a figure.**

SIZE: The Journal's size/format for printing purposes of any image (a figure) requires a **MINIMUM 300 dpi** in all cases for **figures only**; figures are graphics, maps, photographs, drawings, etc. [**NOTE: again, this does not apply to Tables, which are all formatted in Excel.** There is no minimum resolution requirement for tables because tables are composed of text and numerals as opposed to a graphic or a collection of graphics or graphic elements]. Each **figure** also must have a reasonable physical size of approximately the size you want to see when printed on the page. Examples: Low resolution with a large size (i.e., 72 dpi, 48″ width X 32″ height) can be scaled down to an appropriate size while still increasing the resolution at the same time. But, even a 300 dpi resolution graphic *might not work if it is too small* in physical size (i.e., 1″ X 2″) because it cannot be sized UP without scanning — and anything that small cannot be sized up enough, even WITH a scan. [It is preferred in all cases to simply submit the closest-to-original, highest-resolution graphic you have and let the Production Manager assess the situation.]

Tables: Please produce tables in **MS Excel** and NOT in MS Word. Please provide the original MS Excel file with active formulas turned ***OFF***. IF Word must be used, separate columns **<u>with tabs, *not* spaces</u>**. A reminder that Excel table files do not have a minimum resolution requirement; we format in Excel in order to have the flexibility to size the table to fit on the printed page.

Detailed Specifications

Height: Maximum of 8 inches *finished size on the page …* there is no size limit on the graphic prior to the Production Manager editing it. (i.e. **do NOT** size any graphic down — let the Production Manager deal with editing)

Resolution: Minimum 300 dpi. No maximum.

Color: The *NAJ* is printed in black and white. If a figure has shaded areas, please be sure that the grayscale settings are used. If you are interested in submitting color figures, please contact the Production Manager (advance notice is needed at the printer and extra charges will be incurred at the rate of $600 per color figure). **NOTE: whether in color or black and white, the size and resolution requirements are the same.**

Captions: Captions for figures or tables are separate and need not be included in width and height measurements. Captions should be submitted in MS Word *following the text of your manuscript.*

Send Us a Potential Cover Photo!

We are always interested in potential Journal cover photos that relate to your research article. The requirements for cover photos for the *Natural Areas Journal* are as follows:

Width: 6-7 inches wide (up to 8" is possible for some photos) is *the maximum size on the page, but **NOT the maximum size of the graphic***. The bigger the better, always; let the Production Manager edit it down to fit.

Height: Minimum 5 inches; Maximum of 7.4 inches.

Resolution: At least 300 dpi; 400 dpi or greater is preferred

Color: Color or black-and-white images are acceptable.

Text: Please provide photographer's name, email address, mailing address, and affiliation along with a description of the photo and how it relates to the research in the submitted article. The description will help to inform the caption. SUBMISSION OF THE PHOTO IMPLIES THAT THE PHOTOGRAPHER HAS PROVIDED PERMISSION TO USE THE PHOTO: IN THE *NAJ*, IN *NAJ*-RELATED MATERIALS, AND ON THE NATURAL AREAS ASSOCIATION WEBSITE. IF YOU DO NOT HAVE 'WRITTEN' PERMISSION TO USE THE PHOTO FROM THE PHOTOGRAPHER OR OWNER, PLEASE LET US KNOW SO THAT WE CAN DIRECTLY CONTACT THE PHOTOGRAPHER. **NOTE**: When photos are of people, it may be necessary to gain permission prior to using their photograph in the Journal.

Format: Digital: .gif, .tif, .jpg, .png, etc. *Again, a graphic copied into MS Word will not have

sufficient resolution* and we cannot work with pict.CLIPPING files.

Send potential photos to the Production Manager, Pam Overholtzer (see contact info below).

Page Charges

While membership is not required for publishing in the *Natural Areas Journal*, a manuscript will incur lower page charges if at least one of its authors is a current Natural Areas Association member. Non-members may join the Natural Areas Association **within 30 days of acceptance** of their manuscript to receive the lower page charges. Nonmembers pay $100/pg.; current members pay $60/pg.

You may join the NAA online: www.naturalareas.org, or by emailing or phoning the NAA office: info@naturalareas.org or 724-995-8466 (M-F, EST).

Submitting your manuscript

1. Submit your manuscript plus any figures or tables (prepared and formatted per the above specifications) to the NAJ online Editorial Manager: https://www.editorialmanager.com/naj/default.aspx. The first time that you use Editorial Manager you will need to register and create an account. You will receive an email confirmation from 'em@editorialmanager.com' (please add this address to your safe senders list or contacts) asking you to approve your submission.

    The *NAJ* lead editor, Eric Menges, will contact you with any questions regarding your submission. If you have questions, you may directly contact the lead editor if needed at ed@najeditor.onmicrosoft.com.

2. After your paper has been reviewed and formally accepted by the *NAJ* lead Editor, the Production Manager will acknowledge receipt of your materials and communicate with you on tables and figures as needed. The Managing Editor will copyedit your manuscript, applying *NAJ* style and format. We will query you by email about any substantive suggestions or questions beyond the routine formatting or corrections of spelling, grammar, and punctuation. **Please respond promptly to all queries, and approve the final page proofs without delay.** Your attention to these details will expedite the publication of your article.

Thank you in advance for your cooperation.

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