

Guide to Authors: Formatting and Submitting Your Manuscript for Publication

How Do I Submit My Manuscript?

Submit both hard copies and electronic copies of your complete manuscript by regular mail and electronic mail (e-mail).

Send regular mail to:

California Department of Water Resources
3500 Industrial Boulevard
West Sacramento, CA 95691-6521
Attn: Karen Gehrts

Send e-mail to kagehrts@water.ca.gov

To avoid electronic transfer problems, make sure the total size of attached files does not exceed 5 megabytes (5 MB). If you send electronic files as e-mail attachments, you must still submit the corresponding hard copies by regular mail. (I use the hard copies to compare your final output to mine. This validation is important for publishing accurate information, especially figures.)

Be sure to include all of your contact information (full name, affiliation, address, phone number, fax number, and e-mail address) in case we need to contact you with questions about your manuscript.

How Do I Name My Electronic Files?

Name your electronic files using the format conventions and examples given below. If your computer system will not allow long file names, shorten your file name appropriately, but avoid gibberish such as "ewarptjr041501.wpd." (I won't be able to recognize the contents of this file until I open it.) Also, including the file extension is important since it tells me which program you used to create or save your file. (At least I know that WordPerfect was used for creating file in the example. Since opening, renaming, and organizing many files like this is my least favorite task, I'd appreciate your help in this area.) For the same reason, be sure to include your last name in the file name, so I can distinguish your manuscript and its associated elements among many others.

Format Conventions for Naming Electronic Files:

Examples:

Manuscript Title_ your last name.file extension	Great scientific writing_buffaloe.wpd
Figure XX_ your last name.file extension	Figure 01_buffaloe.ppt
Table XX_ your last name.file extension	Table 05_buffaloe.xls
References_ your last name.file extension	References_buffaloe.doc
Captions_ your last name.file extension	Captions_buffaloe.doc
Appendix X_ your last name.file extension	Appendix C_buffaloe.wpd
Contents_ your last name.file extension	Contents_buffaloe.txt
List of authors_ your last name.file extension	List of authors_buffaloe.doc

What Types of Electronic Transfer Media Can I Use to Submit My Files?

74 min/650 MB CD-R or CD-RW

100 MB or 250 MB Zip disk (for IBM PC only)

1.44 MB/3.5-inch floppy disk (for IBM PC only)

How Do I Format and Submit My Text?

Format your manuscript on an 8.5 by 11-inch page in portrait orientation. Use three-quarter (0.75)-inch margins for all sides of the page. Number all pages. Include the manuscript title and your full name and contact information at the top of the page. (If you are one of several authors and acting as the submitting author, include your contact information.) Use no more than three heading levels: Heading 1 (centered); Heading 2 (aligned left); Heading 3 (aligned left in italic type). Use Arabic numerals (0.1, 2, 4853, etc.) throughout the text. Using both Standard International (SI) and English units is ideal (for example, cubic feet per second and cubic meters per second). At the least, use units that your audience will readily comprehend. Use italic type in the text for Latin species names only. Do not bold or underline text. List references (under the heading "References") and personal communications (under the heading "Notes") at the end of the text. If you include additional material not cited in the text, list these items under a third heading called "Additional References." Submit the text in one electronic file.

How Do I Refer to My Tables and Figures in the Text?

Refer to figures as (Figure 1), not (Fig. 1). Refer to tables as (Table 1). Make sure you refer to all tables and figures in the text; however, do not embed the tables or figures within the text!

How Do I Cite My References and Personal Communications in the Text?

Cite references in the text using name-year system, not the citation-sequence system. (An example follows this paragraph.) Format details for citations under the name-year system can be found in *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers, 6th edition (CBE 1994)*. (If you do not have this desk reference, consider buying it. See the CBE website at www.cbe.org for ordering information.)

Cite personal communications using the person's last name and the words "personal communication, see Notes" in parentheses. For example, (Kleinfeldt, personal communication, see "Notes").

If you have specific questions about references or personal communications, or would like a "quick reference" sheet summarizing the CBE style and format, please contact me by e-mail (kagehrts@water.ca.gov).

What Kind of Electronic Files Can I Submit for Text?

Microsoft Word 2000 (.doc)

Corel WordPerfect 8 (.wpd)

Rich Text Format (.rtf)

ASCII text (.txt)

How Do I Format and Submit My Tables?

Format each table to fit on an 8.5 by 11-inch page with three-quarter (0.75)-inch margins on all sides. Portrait orientation is preferred. (If your table is so large you need to use landscape orientation, consider creating more than one table.) Format each table using the table format of a word processing program such as Word or WordPerfect or using a spreadsheet like Excel. You do not need to add lines or borders to your table unless it helps you as you create it. Just be sure that the structure of your table (the column headings, row headings and body of the table) is clearly defined. Do not include the caption with the table (because you will submit all captions in a separate file and the file name will identify the table number). Do not bold or underline text. Use italic type for Latin species names only. Giving both Latin and common species names is ideal, as well as listing species names in phylogenetic order. At the minimum, give Latin species names in alphabetic order. Submit each table in one electronic file. So if you have 10 tables associated with your manuscript, you'll submit 10 individual files, one table in each file.

How Do I Format My Table Footnotes?

Refer to table footnotes with superscript, lowercase letters (for example, 110 cm^a, *Mus musculus*^b, Chipps Island^c, etc.). Be sure that the footnote appears in the appropriate place in the body of the table and the footnote text appears at the bottom of the table. Avoid lengthy footnote text.

What Kind of Electronic Files Can I Submit for Tables?

Microsoft Excel (*.xls)

Microsoft Word (*.doc)

WordPerfect (*.wpd)

How Do I Format and Submit My Figures?

Format each figure to fit on an 8.5 by 11-inch page with three-quarter (0.75)-inch margins. Use Arial font for all text in the figure. Use your judgement regarding point size. Two rules of thumb: start with at least 12-point text and make sure all text (including axis labels and legends) is legible at full-page size. Do not include the caption with the figure (because you will submit all captions in a separate file and the file name will identify the figure number). Do not bold or underline text. Use italic type for species names only. Do not put a border around the figure. Do not use color. (I don't regularly publish documents in color because of the expense.) Avoid using shades of gray, as they often do not reproduce well. You may use patterns or line markers to distinguish among different data sets presented on the same graph. Only the first word should be capitalized (this is called sentence case) in the axis labels and legends. Be sure to indicate the appropriate units (in parentheses) on all axes titles. Group all added features (such as arrows or additional text) that you've added to a figure before saving the file. Submit each figure in one electronic file. So if you have 7 figures associated with your manuscript, you'll submit 7 separate files, one figure in each file.

What If My Figure Contains More Than One Graph?

If you want to present more than one graph as a single figure (a composite figure), stack them vertically and label each component graph with a capital letter (for example, A, B, C, and so on). The composite figure must fit within an 8.5 by 11-inch page with three-quarter (0.75)-inch margins. Refer to these component graphs in the text as Figure 1A, Figure 1B, etc. Group all components of a composite figure before saving the file. Do not separate the component graphs of a composite figure. Submit it as one file.

What Kind of Electronic Files Can I Submit for Tables?

Microsoft PowerPoint 2000 (.ppt)

Tagged Image File Format (.tif)

CompuServe Graphics Interchange Format (.gif)

(.jpg)

Zsoft PC Paintbrush bitmap (.pcx)

Adobe Illustrator 8 or 9 (.ai)

Lotus Freelance Graphics (.pre or .prz)

Corel Draw 8 (*.cdr)

Computer Graphics Metafile (.cgm)

How Do I Format and Submit My Table and Figure Captions?

Format each table and figure caption as a phrase or short sentence. Associate the figure and table numbers with the captions. Only the first word of each caption should be capitalized (this is called sentence case). Do

not create a table caption that is merely a long list of its column headings. You may use more than one sentence (for explaining further details in a figure) in a figure caption. However, any explanatory text for tables should be formatted as footnotes to the caption, to column or row headings or to specific data in the body of the table, as appropriate.

Submit the figure and table captions together in one electronic file. Acceptable electronic formats for captions are the same as for text.

How Do I Format My References and Personal Communications Lists?

Format your list of references using name-year system under the heading "References." Format details for the name-year system can be found in *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers, 6th edition* (CBE 1994). (If you do not have this desk reference, consider buying it. See the CBE website at www.cbe.org for ordering information.)

Format your list of personal communications apart from your references under the heading "Notes." For each personal communication cited, include the first and last name of the person contacted; that person's affiliation; the type of communication (memo, phone conversation, e-mail, letter, or in-person conversation); and the full date (month, day, and year) you received the information.

List references and personal communications at the end of the manuscript. If you include additional material not cited in the text, list these items under a third heading called "Additional References."

If you have specific questions about references or personal communications, or would like a "quick reference" sheet that summarizes the CBE style and format, please contact me by e-mail (kagehrts@water.ca.gov).

Do I Need a List of Authors?

If your manuscript contains multiple sections or chapters that were written by more than one person, submit a list of authors in a separate electronic file. Include each author's first and last name, their affiliations, and the sections or chapters they wrote. Acceptable electronic formats for a list of authors are the same as for text.

Do I Need a Table of Contents?

If your manuscript is more than 25 pages long and has multiple sections or chapters, submit a table of contents in a separate electronic file. Include each chapter or section title and all heading levels (Heading 1, Heading 2, Heading 3) within each chapter or section. Acceptable electronic formats for the table of contents is the same as for text.

How Do I Format and Submit My Appendices?

Format each appendix (as appropriate to its contents) by following the instructions in the preceding sections for text, tables, or figures. Assign each appendix a capital letter (A, B, C, etc.) followed by a brief title describing its contents, for example, Appendix A: Calculations Used for Hydroacoustic Data Analysis. If an appendix contains text, tables, and figures, these elements must be submitted separately. (Sounds tedious, but this method of separating text from tables from figures really speeds up the production and printing process on my end. Again, your help is greatly appreciated!).

Submit a hard copy and an electronic copy of each appendix. If your appendix exists only in hard copy, be sure to submit the best quality hard copy available for reprinting.

What If I Forgot Something?

It can happen. Use the checklist below before you submit your hard copies and electronic copies to make sure you've included a complete manuscript. If you find out later that you've forgotten something, have additional questions, or have crucial information that affects your manuscript, contact me as soon as possible by phone (916) 375-4825 or e-mail (kagehrts@water.ca.gov).

Manuscript text
References and personal communications
Tables (one table per electronic file)
Figures (one figure per electronic file)
Captions
Appendices
Table of contents
List of authors