

Denver Museum of Nature & Science Annals

Guidelines for authors

General

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Eligibility

To be acceptable, papers should be authored by DMNS staff, associates, or volunteers, or should deal with DMNS specimens or holdings. Papers without a DMNS connection but of regional focus are acceptable at the discretion of the editor in chief or subject editor. Depositing vouchers with DMNS, subject to the acceptance of the responsible curator, would qualify a paper to be accepted into the review process. Papers submitted must not have been published or accepted for publication elsewhere. Manuscripts are accepted with the understanding that the work was conducted in compliance with all relevant laws pertaining to scientific collecting, informed consent, and animal care and use. Authors are encouraged to pay voluntary page charges after acceptance. Page charges will be determined based on length of paper. Payment of page charges has no influence on the acceptance of a paper, but might expedite the production of the paper. Papers may be of any length, but papers over 50 printed pages, including figures, might require additional funding. Manuscripts should be in clear, concise American English. Papers in other major languages might be admissible at the discretion of the editor in chief or subject editor.

Submitting work for peer review

All manuscripts should be submitted electronically to the editor in chief:

Frank T. Krell
Curator of Entomology
Department of Zoology
Denver Museum of Nature and Science
2001 Colorado Boulevard
Denver, CO 80205

USA

Email: frank.krell@dmns.org

Papers acceptable into the review process will be processed by subject editors (Frank Krell – entomology, invertebrate zoology; John Demboski – vertebrate zoology; Ken Carpenter – paleontology, geology; Steve Nash – anthropology, archeology; David Grinspoon – space and planetary sciences; Bridget Coughlin – health sciences) or invited editors. All papers will be sent to at least two referees, at least one of them external. If the author is one of the editors, another editor will audit the acceptance process. Authors are welcome to propose potential referees.

Manuscripts must be submitted electronically as e-mail attachments or on a CD. The author should provide an e-mail address and a fax number in addition to the postal address. The text should be in Word or rtf format (without hyphenation). For the peer-review process, figures may be embedded in the Word file or sent combined in one PDF file (preferred) or a common compressed format that allows forwarding by e-mail. Paper submissions will not be accepted. Examine the latest issues of the *Annals* for general style and format.

Manuscript structure

Manuscripts should have the following format:

- Short title for the header
- Title
- Author's name/s with full postal address and e-mail address
- Abstract (clearly stating the results and conclusions)
- Introduction (without heading)

If appropriate, the common structure

- Materials and Methods
- Results
- Discussion

should be followed.

- Acknowledgments
- References (all papers cited in the text and only those)
- Appendix (if any)

Style guidelines

- Use tabs, not spaces, for paragraph indents, tables, and so on.
- Only scientific names of genera and species are set in *italics*.

- Do not type words in all caps.
- Fractions do not carry over into the page composition software, so make sure that they are typed with the numbers and backslash rather than the symbols: 1/2 as opposed to ½.
- Do not place footnotes at the bottom of the text page; do not use the automatic “Insert footnote” function of Word. All notes should be placed in a separate file, identified by chapter. For footnote numbers within the text, use superscript numerals.
- Use only one space between a period and the beginning of a new sentence, rather than using two spaces.
- Label levels of headings (instead of using bold or italic), as follows:
 - [1] section heads
 - [2] sub-section heads
 - [3] sub-sub-section heads, and so on

Papers must conform to the articles and recommendations of international nomenclature Codes (ICZN, ICBN, etc.). Use the abbreviations **gen.n.**, **sp.n.**, **syn.n.** and **comb.n.** to distinguish all new taxa, synonymies, or new combinations. The first time a scientific name of a genus or species is mentioned in the text, the author should be given.

References: References in the text should be in the form (Johnson & Cushing 1972a, b; Sparks 1981; Grinspoon et al. 2010 [for more than two authors]) and should be collated at the end of the paper with periodical titles in full and all authors cited. Internet references should contain the date when they were last accessed.

Make sure that every reference is referred to in the text.

Examples:

Wickham, H.F. 1929. Coleoptera from the lower Eocene (Wilcox) clays. *Journal of the Washington Academy of Sciences* 19: 148–150.

Stock, C. & Harris, J.M. 1992. *Rancho La Brea. A Record of Pleistocene life in California*. 7th Ed. Los Angeles: Natural History Museum of Los Angeles County. xiv, 113 pp.

MacEachern, J.A., Pemberton, S.G., Gingras, M.K., Bann, K.L. & Dafoe, L.T. 2007b. Uses of trace fossils in genetic stratigraphy. Pp. 110–134 in Miller, W. (ed.): *Trace Fossils. Concepts, Problems, Prospects*. Amsterdam: Elsevier.

[cite Chinese names in full:]

Lo Ching-Hua, Chen Pei-Ji, Tsuo Tung-Yu, Sun Shen-Su & Lee Chi-Yu 1999. ⁴⁰Ar/³⁹Ar laser single-grain and A-Ar dating of the Yixian Formation, NE China. *Palaeoworld* 11: 329–340.

[use the original language and diacritical marks of the original reference for languages using the Latin alphabet:]

Łomnicki, A.M. 1894. *Pleistocœńskie owady z Borysławia*. Muzeum Imienia Dzieduszyckich we Lwowie 4: 116 pp., 9 pls.

References in languages using non-Latin alphabets should be transliterated. Article titles might be translated.

Figures: Line drawings should have a resolution of 600 dpi in their print size, halftone and color figures should be 300 dpi, and combined halftone/line drawing figures should be 600 dpi. Color figures are generally published in b/w on paper, but in color in the PDF file online.

Figures should be numbered consecutively.

Make sure that every figure is called out in the text.

Use sans serif, true-type fonts for labels if possible, preferably Arial or Helvetica.

Figures are referred to in the text as: Fig. 1, Figs. 2, 3 and Figs. 1, 2A, C. The format for figure legends is: Fig. 1. *Genus species*. A, habitus; B, C, male genitalia; D, head.

Supplementary material: Extensive, detailed lists of examined material are welcome at any length but might be published as freely available electronic supplements or Technical Reports online only and not included in the main paper.

The Denver Museum of Nature & Science Annals generally follow the guidelines of *The Chicago Manual of Style*, 15th edition.

Submitting Work for Production

The accepted version of the manuscript must follow the style guidelines and consists of:

- a signed license agreement (www.dmns.org/main/en/General/Science/Publications/) which also contains a statement about whether voluntary page charges will be paid
- the manuscript text as a Word or rtf file
- the figures/plates as separate files (minimum resolution 600 dpi for line drawings and 300 dpi for grayscale and color figures); acceptable formats: tiff, jpg
- for production, do not have any figures/plates embedded in the final Word file
- figure legends must not be embedded in the figure files but should be submitted as a separate file

The electronic files should be submitted to frank.krell@dmns.org or, if larger than 9MB, should be sent on a CD or using www.yousendit.com