## **Missouri Academy of Science**



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# Instructions for Authors (Draft)

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Transactions of the Missouri Academy of Science John Messick (messick-j@mssu.edu) Publications Committee Chair for the Missouri Academy of Science

## The Following is a <u>Draft</u> of Instructions for Authors.

### If you have any questions, please direct them to the Transactions Editor, Dr. Indi Braden (<u>isbraden@semo.edu</u>)

#### **General Information**

Transactions of the Missouri Academy of Science (hereafter Transactions) is an online publication sponsored by the Missouri Academy of Science (MAS; <u>https://www.moacademysci.org/</u>). Manuscripts submitted for publication in the Transactions include original research, reviews, and other work that contributes to the body of knowledge as expressed in the MAS Constitution, Sec. 2. Purposes of the MAS (<u>https://www.moacademysci.org/why-mas/constitution/</u>). Manuscripts submitted for publication in the Transactions in the Transactions are peer and editor reviewed. Submit manuscripts for review to <u>https://www.editorialmanager.com/transactions/default1.aspx</u>.

#### **Manuscript Format**

- 1. Use the Microsoft Word document format (.doc or .docx extension).
- 2. On the left number each line in the manuscript except for tables and figures. Current versions of Microsoft Word include line numbers as an option in Layout.
- 3. Double space throughout.
- 4. The right margin should be unjustified.
- 5. Use Times New Roman 12-point font.
- 6. Use italics font for genus species.
- 7. Do not boldface or change the font size for headings or subheadings.

- 8. Use the author year system for literature citations. For citations with more than two authors give the senior authors last name followed by et al. and the year of the publication. Multiple citations by the same author or authors in the same year are designated with a lower-case a, b, etc. after the year.
- 9. Graphs, illustrations, maps, and photographs are figures and numbered consecutively as referenced in the manuscript: Figure 1, Figure 2, etc.
- 10. Tabular numerical information are tables and numbered consecutively as referenced in the manuscript.
- 11. Figures and tables should be in a separate document and arranged in order one figure per page and one table per page with the title. Figure and Table tiles should be complete. Capitalize only the first word in the title and any proper names included in the title. Numbered footnotes may be used in tables and figures to explain relevant information.

#### **Manuscript Organization**

- 1. Title. Capitalize only the first letter and any proper names.
- 2. Author or authors. List each author last name, first initial, followed by their affiliation for the manuscript. Changes in affiliation may be enclosed in parentheses.
- 3. Keywords. Identify up to six key words for electronic searches.
- 4. Abstract (heading). Follow the abstract heading with one paragraph that identifies the purpose of the manuscript, and briefly summarizes the methods and results.
- 5. Introduction (heading). Follow the introduction heading with an explanation of the purpose, objectives and hypothesis or hypotheses. Review other and relevant work.
- 6. Procedure (heading). Follow the procedure heading with an explanation where, when, and how the work was conducted, including the materials and methods.
- 7. Results (heading). Follow the results heading with the findings supplemented with tables and figures as needed. Do not include raw data, but do include standard descriptive statistics (mean, standard deviations or standard errors, sample size, etc. to allow readers to do their own inferential statistical tests. If raw data is needed, use an appendix. Avoid presenting the same information in tables, figures and as a narrative. Show the results of inferential statistical tests with the calculated value, degrees of freedom and an exact or relative p value; for example, P < 0.05.</p>
- 8. Discussion (heading). Follow the discussion heading with an interpretation of the results as related to the original objectives and hypotheses. Relate the findings to related work and the need for further research. Identify known sources of error and faulty methodology.

- 9. Acknowledgements (heading). Follow the acknowledgements heading with statements about sources of funding, advise, etc. This section may sometimes be omitted.
- 10. Literature Cited (heading). Follow the literature cited heading with a list of literature cited arranged alphabetically and chronologically. Use a lower-case letter after the year to distinguish multiple publications by the same author or authors in the same year. For Internet and non-standard information sources, give enough information so that the reader can locate the original source.
- 11. Appendix (heading). This is an optional section that may be used for raw data or other information.