

Authors Checklist for the SPB Encyclopedia

Use the following checklist to help properly prepare your manuscript for publication.

- Letters of permission to use copyrighted material, unpublished references, and personal communications are included.
- All parts of the manuscript are submitted in both the hardcopy and electronic formats (figures are sent as separate files).
- The corresponding author's last name and page number are in the upper right corner of all pages.
- Working titles, affiliations, and addresses (city, State, and ZIP Code) of the authors are correct.
- The abstract and key words (five to seven in alphabetic order) express the main points of the manuscript, including results and conclusions.
- Spelling of personal names, place names, trade names, and unusual terms is correct, including diacritical marks and capitalization in languages other than English.
- Headings are clearly distinguished from one another using appropriate level heading styles--document title using the Title style, first level headings using Heading 1, second level headings using Heading 2 and third level headings using Heading 3. Initial caps for all words except articles and connectors.
- Scientific names of trees, plants, and other organisms are included; authorities, if used at all, should be consistently used throughout the manuscript (authorities are not recommended unless commonly cited within the author's discipline).
- The appropriate units of measure (metric or English) for the audience are used.
- Text footnotes are to be avoided where possible. If absolutely necessary they should be numbered and continuous, table footnotes are lower case italic letters and start anew with each table, and appendix footnotes are numbered and start anew with each appendix.
- Mention of cooperation or special acknowledgments, as necessary, is included before the literature citations.
- There is a citation for every reference and a reference for every citation (text, tables, or figures).
- Tables are numbered and referred to in the order of appearance using the term "Table" or "Tables" (do not embed).
- Figure captions are listed above each figure, each of which appears on a separate page. Each caption is followed by a description of the graphic to ensure the graphic is accessible to web visitors with visual impairments. Figures are located in the document after the tables.

- Figures are numbered and referred to in order using the term "Figure" or "Figures" (do not embed); captions adequately describe the illustrations, a separate description is provided of each graphic explaining its content to the visually-impaired, x- and y-axes are labeled, and each map and other graphic is submitted as its own file in *.eps format (or *.tif format for photographs or imagery).
- MathType® or Word's Equation Editor are used for mathematical equations (including in-line equations) and for all symbols