

Instructions to Authors for Preparing Manuscripts

Natural Areas Journal

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

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) **anything 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 (preferred) or MS Word.

Contents

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

- Manuscript title
- Authors
- Each 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
- Figure, table, and appendix captions, following the manuscript text
- Figures, tables, appendixes in separate files; see details in *Figures and Tables*, below
 - (Extensive appendix or supplementary material may need an external platform.)

Send materials to our Production Manager, Pam Overholtzer (see address at end of these instructions).

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** use the space bar to indent paragraph beginnings; *do* use your tab key.

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.

References

- Check that all in-text citations have a matching literature cited entry, and vice versa.
- 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:
 - No space between author initials.
 - Author initials always come before the last name, except for the lead author.
 - No parentheses around publication date.
 - Always include publisher, city and state, or a URL if available online.
 - Spell out journal names (never abbreviate them) and do not italicize them.

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)*

- Send a digital and high quality hardcopy of all figures, and a digital copy of all tables.
- Print each **high quality** hardcopy of a figure on **nonglossy** paper at the highest resolution, or as close to original output, as possible.
- Submit tables and figures in separate files and include them on your DVD/thumb drive; their placement in the manuscript will be decided during editing and page layout and is fully dependent upon how the text lays out in the journal's three-column page format.

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

Width: 2.2 inches for 1 column width, 4.8 inches for 2 column widths, or 7.4 inches for 3 column widths. During the production process, figures and tables will be sized to fit appropriately within the journal format.

Height: Maximum of 8 inches.

Resolution: At least 300 dpi.

Color: Black and white only. 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 involved at the rate of \$600 per figure.

Text: Captions need not be included in width and height measurements. Text within figures and tables should be 10 point Times New Roman. In tables, separate columns **with tabs, not spaces**, (preferably formatted in MS Excel rather than MS Word).

Format: For figures, export to digital graphics files: .gif, .tif, .jpg, .png, etc., and please provide the high quality hardcopies as well. For tables, please provide either the original MS Excel file, if possible, or include in your MS Word file.

NOTE: Although your figures may look good on your computer screen, when imported into Word, the resolution of a graphic from **any format used** is automatically **dropped to 92 dpi** the instant it is imported. Therefore, any graphic (figure) imported into a Word file **will not be an acceptable digital format for a figure**. It is acceptable for tables, however, as they are exported to MS Excel for journal formatting.

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: Maximum of 7 inches.

Height: Maximum of 7.4 inches.

Resolution: At least 300 dpi.

Color: Color or black and white images are acceptable.

Text: Please provide photographer's name, mailing address, and affiliation along with a description of the photo and how it relates to the research in the submitted article.

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

Page Charges

A manuscript will incur lower page charges if at least one of its authors is a Natural Areas Association member, but membership is not required for publishing in the journal. Nonmembers 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, by mailing in the member application, or by emailing or phoning the NAA office: mail@naturalarea.org or (541) 317-0199.

Next Steps

After your paper has been reviewed and formally accepted by the NAJ Lead Editor and you have sent your manuscript package, the Production Manager will acknowledge receipt of your materials and forward the digital manuscript on to the Managing Editor. 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 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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