

## Guidelines for Preparation of Manuscripts for the 24<sup>th</sup> North America Conference Proceedings

### I. Several steps involved in preparing and submitting a manuscript for publication in the Proceedings:

- (1) Prepare a manuscript for review following the guidelines below,
- (2) Submit the manuscript to the Editor-in-Chief,
- (3) Revise the manuscript following receipt of the editor's and reviewer's comments,
- (4) Submit the revised manuscript for approval (additional revisions may be required),
- (5) You may be asked to format the manuscript for publication. There will be separate guidelines for this process.

### II. Information for Contributors: Submitting, Reviewing, and Processing Manuscripts

Manuscripts submitted for publication in the Proceedings of the 24<sup>th</sup> North American Prairie Conference must be original articles that have not been previously published nor are in review for publication in other venues. The content of submitted papers for inclusion in the Proceedings should be similar to the content of oral papers and posters. We encourage presentations on all topics relating to prairies, but we are especially interested in those listed below.

- (1) Historical perspective and studies (change in biological communities)
- (2) Cultural legacy (Native Americans, European settlement, Prairie literature, and Art)
- (3) Grassland animals (life history and ecology of invertebrates, herps, birds, and mammals)
- (4) Prairie plants (life history, ecology, and response to management practices)
- (5) Community ecology (prairies and associated communities, such as savannas and barrens)
- (6) Restoration and planting, prairie seed sources and production, animals, and microbes
- (7) Large-scale landscape restorations/plantings (case histories)
- (8) Management (fire, invasive species, patch burn grazing, grazing, herbicides, mowing, etc.)
- (9) Conservation (planning and programs)
- (10) Relationships among organisms: parasitism and mutualism, plant animal interactions, and soil communities
- (11) Education (Nature Centers, Citizen Science Programs, and Curriculum K-12)
- (12) Corridors (roadsides, linear rights-of-way, trails, and habitat links)
- (13) Functional uses of prairie (runoff retention, carbon sequestration, flood protection, grazing, biofuels, and landscaping)

If you have questions regarding the suitability of a particular topic listed above for your paper, please contact the Editor-in-Chief.

### III. Submission to the North American Prairie Conference

- (1) Manuscript for inclusion in the Proceedings of the 24<sup>th</sup> North American Prairie Conference should be submitted electronically via email to Roger Anderson [rcander@ilstu.edu](mailto:rcander@ilstu.edu). The subject heading of the email should be "Manuscript for Submission 24<sup>th</sup> NAPC Proceedings." The File name of the manuscript and any supplemental files should include your name (e.g., Roger Anderson Table 1).
- (2) Detailed instructions for manuscript style are provided in a separate section below (Section V Manuscript Preparation for Review). Submissions not in the style and form described below, poorly prepared, or not containing information suitable for inclusion in the Proceedings will be returned to the authors without review.
- (3) **Contact Information for Editor-in-Chief 24<sup>th</sup> North American Prairie Conference Proceedings:**  
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School of Biological Sciences

Illinois State University  
Normal, IL 61790-4120  
PHONE: 309-438-2653  
E-MAIL: [rcander@ilstu.edu](mailto:rcander@ilstu.edu)

#### **IV. Manuscript review, revised manuscripts, final submission, and page proofs**

##### **A. Review Process**

The decision on the suitability of manuscripts for inclusion in the Proceedings will be made by the Editorial Committee (Editor-in-Chief and Associate-Editor – Chris Benda, E-Mail: Benda, Chris ([botanizer@gmail.com](mailto:botanizer@gmail.com))). Two referees will provide peer reviews for each manuscript and evaluate their suitability for inclusion in the Proceedings. The reviewers' comments will be sent to an Editor, who will then make recommendations to the author(s) regarding revisions or rejection. The review should be completed within 8-12 weeks following submission.

You may recommend up to three persons who are qualified to serve as a reviewer of your manuscript. The Editors may select up to two of these recommended reviewers to review the manuscript. In the e-mail, to which the submitted manuscript is attached, list any recommended reviewers with their institutional affiliations, their qualifications to review the manuscript, and postal and E-mail addresses. You may also list anyone whom you would prefer not to serve as a reviewer of your manuscript. Please provide an explanation as to why the listed person(s) should not review the manuscript.

##### **B. Submission of Revised Manuscripts**

Revised manuscripts should be sent to Editor-in-Chief. An additional review may be required, especially if major revisions are necessary. The Editor-in-Chief in consultation with the Associate Editor will make the decision to accept or decline a manuscript.

##### **C. Final Manuscript Submission**

Once the manuscript is accepted for publication in the Proceedings, authors will be asked to provide a final electronic version formatted for publication. There are separate guidelines for this process and these guidelines will follow the format used in the Proceedings. Send this version of the manuscript to the Editor-in-Chief.

##### **G. Page Proofs**

Authors should receive page proofs (not galley) about two to six months after acceptance of the paper. Page proofs (in PDF format) will be sent via email to the corresponding author listed on the front page.

Please make sure your e-mail address is correct. Author's 1<sup>st</sup> Proof must be returned within 5 days.

#### **V. Manuscript Preparation for Review (please follow directions carefully)**

##### **A. Style.**

Your manuscript should be written in simple, declarative sentences.

##### **B. Scientific Names.**

Either a standard taxonomic manual should be cited whose names are followed consistently, or the scientific names should be followed by their authority. Common names, if used, should be referenced to a scientific name. Thereafter, scientific names are recommended, but either may be used if done so consistently.

### C. Abbreviations (in text).

Commonly used abbreviations should be used. Units should be abbreviated whenever possible (e.g., use cm not centimeter).

D. **Statistics.** Use common statistical symbols (e.g.  $\mu$ ,  $\pm$ , df, r, P, F etc.)

### E. Typescript preparation.

Please submit manuscript as **RTF** File  
Use Calibri Body 11-point font throughout.  
Use 1.0 inch margins on all sides.  
Left justify text.

### F. Text Headings

**First-Order Headings:** Small Caps, Left Justified, Bold Print [Introduction, Methods, Results, Discussion, Conclusions (optional), Literature Cited]

**Second-order headings:** Capitalize the first word, remainder in lower case, Left Justified, Bold Print

**Third-Order Headings:** capitalize first letter of all words, except prepositions, conjunctions, left justified, and italicized

### G. Spacing

For the manuscript to be reviewed, double-space everything including tables, figure legends, and literature cited.

Figure legends are typed on a separate page, entitled "Figure Legends." Placement of Tables, Figure Legends, and Figures, is after the Literature Cited in that order. Type figures legends on a separate page or pages (Figure Legends). Do not affix legends to the figures.

### H. Figures

Line figures should be prepared as black and white only. Half-tone grays can be used in some instances; however, patterns may be more suitable for bar graphs. Color pictures and figures may be used; however, they will be converted to halftones in the Proceedings. Carefully check all figure axes to ensure that axes' labels, tick marks, and scales are correct, and that necessary units are provided. Figures will appear exactly as they are submitted. For the submitted review copy of your manuscript, each figure must appear on a separate page (or file) and be labeled with the figure number.

Scale your figure appropriately. The page size of the Proceedings is 8.5 x 11 inches with margins that are 1.0 and 1.25 inches on the right and left sides, respectively, and top and bottom margins of 1.0 inch. The pages of the Proceedings will be printed with one or two columns or both. A single column is 3 inches wide and the two-column width, including the 0.25 inches space between columns, is 6.25 inches. Each of your figures will be fitted into one of these two dimensions depending upon the size of the figure. Include a scale bar indicating magnification for photographs if appropriate. Ideally, figures should have a resolution of at least 300 dpi. The resolution will decrease as a function of the size of the space (one or two columns) the figure or photograph occupies in the published manuscript.

## I. Tables and Supplemental Data:

Prepare tables using the MS-Word Table function (Click “Insert Tab” on the tool bar and then “Tables”). Manuscript tables should be double-spaced throughout, and each table is placed on a separate sheet and in the format described below:

Table 1. Title  
Boxhead (identifying entries in vertical columns)  
Stub (identifying entries in horizontal columns)  
Field (containing data)  
Tables are placed after the literature cited.  
Supplemental data

Supporting data can be published electronically as a separate PDF. Contact the Editor-In-Chief for instructions.

Tables can be placed into the same maximum space as figures for the Proceedings. However, pages of the manuscript can be in portrait or landscape formats and either format can be used for placement of figures or tables.

J. **Order.** Arrange manuscript copy in the order listed below:

### First (Cover) Page

Running head  
Title of paper  
Author’s name  
Author’s institution or affiliation  
Name and address for corresponding author

Example:

Deer Browsing Effects on Prairie Forbs

White-tailed deer (*Odocoileus virginianus* Zimmermann) browsing effects on quality of tallgrass prairie community forbs

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**Abstract** (Small Caps): Limited to 250 words, indented 5 spaces, double-space below the authors' names and addresses,

**Keywords:** Header indented 5 spaces and double-space below Abstract. Limited to 8 Words

**Text: (All First Order Headers, Small Caps)**

Introduction

Materials and Methods

Results

Discussion

Conclusions (Optional)

Acknowledgments

In this section, you may credit sources of financial support, if appropriate, facilities or research sites that were made available for your study, and others who assisted with your project, but were not listed as authors on the paper.

Literature Cited

**Within the body of the text:** Single authors and multiple on the same citation should be listed as follows: (Smith 2009), (Smith, Brown, and Jones 2010), more than three authors on the same citation (Smith et al. 2012). If there are multiple citations for a single portion of the manuscript, use the following format (Smith 2009, Brown 2011, and Smith et al. 2012).

If the same author or authors have more than one citation in the same year, use letters following the date to indicate which of the citation is being cited, e.g., Smith and Brown (2009a) and Smith and Brown (2009b). The letter "a" indicates the first reference cited in the manuscript.

**Within the Literature Cited Section:** Surnames of the authors are given and initials used for given names. Titles of journals are not abbreviated. Use a 0.5-in hanging indent for each citation.

#### 1. Journal Articles:

Vogel, J.A, D.M. Debinski, R.R. Koford, and J.R. Miller. 2007. Butterfly responses to prairie restoration through fire and grazing. *Biological Conservation* 140:78-90.

#### 2. Book Chapters:

Robertson, K.R., R. C. Anderson, and M. Schwartz. 1997. The tallgrass prairie mosaic. Pages 55-87 In M.S. Schwartz (ed.), *Conservation in highly fragmented landscapes*. NY: Chapman and Hall.

#### 3. Thesis or dissertation

Corbett, E.A. 1999. Environmental and geographic correlates of Illinois remnant prairie. Ph.D. dissertation. Illinois State University, Normal, Illinois, USA.

#### 4. Book

Risser, P.E., C. Birney, H.D. Blocker, S.W. May, J.F. Parton, and J.A. Weins. 1981. *The true prairie ecosystem*. Stroudsburg. PA: Hutchinson-Ross Publishing Company.

## 5. Technical Bulletins or Proceedings

White, J. 1978. Illinois Natural Areas Inventory technical report, volume I. Survey methods and results.

Urbana, Illinois: University of Illinois Department of Landscape Architecture and Rockford, Illinois Natural Land Institute.

Williams, A.H. 1986. Fauna overwintering in or on stems of Wisconsin prairie forbs. Pages 156-161. in J.T.

Springer (ed.), Proceedings of the 16th North American Prairie Conference. University of Nebraska at Kearney, USA.

## 6. Website URL

CAB International. (2015). Search Invasive Species Compendium, *Lespedeza cuneata*,

Wallingford, Oxfordshire, OX10 8DE, UK, <http://www.cabi.org/isc/search/?q=Lespedeza>

[+cuneata](#), accessed 16 November 2015.

## TABLES

### Table Example:

Table 3. Results for linear contrasts testing differences in grand means for three time intervals. Grand means are averages for protected and unprotected plots combined and tested for significant differences between times (T2 – T1, T3-T2, and T4-T3). Degrees of freedom equal 1 for all comparisons. Burn years 1999 and 2001 are marked with an asterisk.

Time Intervals	T2*-T1 (1999*-1998)	T3-T2* (2000-1999*)	T4*-T3 (2001*-2000)
All Species	$F = 3857.34$ $P = 0.0003$	$F = 198.68$ $P = 0.0050$	$F = 13.04$ $P = 0.0688$
<i>Ashy sunflower</i>	$F = 18.12$ $P = 0.0510$	$F = 4574.36$ $P = -0.0002$	$F = 47.54$ $P = 0.0204$
<i>Culver's root</i>	$F = 292.21$ $P = 0.0034$	$F = 0.510$ $P = 0.5495$	$F = 36.30$ $P = 0.0265$
<i>Wild Quinine</i>	$F = 338.13$ $P = 0.0029$	$F = 1146.39$ $P = 0.0009$	$F = 2997.12$ $P = 0.0003$

<i>Rosinweed</i>	$F = 76.870$	$F = 122.47$	$F = 25.780$
	$P = 0.0128$	$P = 0.0081$	$F = 0.0367$

**Figure Caption Example:**

Figure 1. Total number of flowering stems on protected (solid line) and unprotected plots (dashed line) during the four study years. Within-a-year means with different letters are significantly different.

Note: Within the text (Figure) is used instead of Fig.

Appendices

**Form and Distribution of the Proceedings**

A pdf version of the Proceedings will be open-access available in Milner Library at Illinois State University. ISU Red (Research and eData) is a digital repository of the work of faculty, staff, and students at Illinois State University. This online archive preserves, promotes, and provides open access to the scholarly and creative output of the University. The pdf file can be downloaded and printed for persons who want a hard copy of the Proceedings. Open access means that anyone can have access to the document at no expense.

<http://library.illinoisstate.edu/library-materials/ir/>

The Proceedings may be published by the Illinois Native Plant Society in their journal *Erigenia*.