

Guide and Checklist for AFS Book Chapter Authors

Please follow these guidelines and the attached checklist in preparing your chapter manuscript for submission to the project editor or chapter coordinator.

Preparing a Chapter Contribution

- You are responsible for preparing and delivering any photographs, drawings, charts, illustrations, appendices, bibliography, and other materials related to your chapter.
- If previously published material (either text or graphics) appears in the chapter, you must obtain copy-right permission. A sample permission request form is available at <http://www.fisheries.org/html/publications/catbooks/authresources.shtml>
- It is advisable to begin your requests for permission to use copyrighted material early, since they must be obtained in writing and could take some time.
- Prior to submitting your manuscript, please refer to the Author Checklist for AFS Book Chapter Preparation (attached, pages 2–4).

Manuscript Submission

The project editor or chapter coordinator will arrange for peer review and will return your manuscript with any comments or suggestions for improvement. Authors will submit their final chapter to the lead editor or chapter coordinator by the established deadline. The final submission should include

- Two double-spaced hard copies of the manuscript
- Original camera-ready art, accompanied by digital files if available. Please identify graphic file formats with the appropriate extension (.eps, .tiff). Refer to AFS Figures Style Guide for more information.
- A disk copy of the chapter (and figures, if possible)
- Completed manuscript submission checklist attached to the chapter
- Transfer-of-copyright form (available at <http://www.fisheries.org/html/publications/catalog/authresources.shtml>)

Reviewing Page Proofs

You will be sent page proofs of your chapter. This is the last time you will see your work before publication. Please note the following requirements.

- Only typographical, spelling, or other minor errors can be corrected at this time.
- Substantive editorial changes will not be permitted.
- Proofs must be checked and returned within one week.
- Only the AFS Editorial Office staff will review second page proofs to ensure that all corrections were made. No additional author corrections will be allowed at this point.

Author Checklist for AFS Book Chapter Preparation

General

- ☐ **Manuscript components.** Compile the manuscript in the following sequence: title page, text, acknowledgments, references, text footnotes (if any), appendices (if any), tables, figure legends, figures.
- ☐ **Measurement units.** Use metric units of measure and include English units in parentheses where appropriate. When one unit appears in a denominator, use a solidus (6 mg/L); use negative exponents and product dots (26.4 g·m⁻³·h⁻¹) for compound denominators.
- ☐ **Abbreviations.** Use the standard abbreviations for temperature and metric units of measure. Spell out English units of measure. Keep acronyms to a minimum, and define each one used. Do not start a sentence with an abbreviation or acronym. A list of symbols and abbreviations that may be used without definition is provided at the end of this checklist (page 5).
- ☐ **Numbers.** Spell out one-digit numbers *unless* they are used with units of measure (including time). Use numerals for numbers of two or more digits and for decimal fractions, but not to begin a sentence: for example; four fish, 23 boats, 2.3 hauls, 6 feet, 2,640 pounds, 0.63 (not .63), 4% (not four percent or 4 percent).
- ☐ **Time.** Use the 24-hour clock: 0930 h; 1815 h.
- ☐ **Date.** Use day month year: 23 April 1999.
- ☐ **Currency.** Indicate the national currency the first time it is used in a chapter or whenever it might be ambiguous to readers: Can\$60.50, US\$450.
- ☐ **Fish names.** Follow the current AFS list (*Common and Scientific Names of Fishes from the United States and Canada*, Fifth Edition, Special Publication 20) for common and scientific names of fish species. Give the scientific name (Latin binomial) of any species the first time it is used, then use only the common name thereafter.
- ☐ **Footnotes.** Number text footnotes sequentially from 1 throughout each chapter. Use letters for table footnotes, starting with “a” in each table. Type footnote numbers and letters as superscripts.
- ☐ **Manuscript preparation.** Double-space *everything*, including references, tables, and figure legends.
 - ☐ Leave a 2.5-cm (1-inch) margin on all sides.
 - ☐ Avoid heavy formatting. Avoid embellishments: no bold, extra large, very small, or unusual typefaces.
 - ☐ Turn *off* hyphenation and justification routines, and avoid hyphens and dashes at the end of lines.
 - ☐ Use italics instead of underlining.
 - ☐ Number pages sequentially, beginning with the title page and including tables and figure legends.
 - ☐ Make sure any headers or footers will not be confused with the text.
 - ☐ Print out on 8 ½ x 11 inches paper (approximately 22 x 28 cm) in size.
- ☐ **Final chapter submission.** Please submit two (2) complete paper copies of your chapter manuscript, including camera-ready art, and a disk containing the electronic file(s).

Title Page

- ☐ Use initial capitals and lower case (not all caps).
- ☐ Give each author's affiliation and complete mailing address.
- ☐ Provide phone and fax numbers and e-mail addresses for each author.

Text

- ☐ Write efficiently but clearly and interestingly. Target to the extent possible intelligent, interested lay people as well as scientists.

For editorial matters not covered here, contact the project editor or Aaron Lerner at the AFS Editorial Office (301/897-8616, ext 231; alerner@fisheries.org).

Please note — Work in accordance to the schedule you have been given. Sales, distribution, and marketability of the book to which you are contributing can be adversely affected by failures to meet scheduled dates.

- ☐ Keep subheads short and appropriate. Use no more than three levels of subheads (centered, flush left, and run into text).
- ☐ Do not “describe” figures and tables; rather, summarize their messages succinctly.

Acknowledgments

- ☐ Restrict acknowledgments to people who provided information for or critiques of this chapter, and to funding sources that you are contractually or institutionally obliged to mention.

Literature Cited

- ☐ Literature citations in the text can take either of two forms, depending on the context:

Johnson (1995), Jones and Smith (1998, 2000), Rice et al. (2001), and Berger (in press) found walleyes in Lake Pollock.

Walleyes occur in Lake Pollock (Johnson 1995; Jones and Smith 1998, 2000; Rice et al. 2001; Berger, in press). Multiple citations are listed chronologically.

- ☐ Place full bibliographic information for cited literature in the reference list.
- ☐ Type references with a hanging indent.
- ☐ List references in alphabetical order by first author’s surname and initials, then by additional authors’ surnames. References by a single author precede multiauthored works with the same first author, regardless of date.
- ☐ List works by the same author(s) chronologically, oldest first. Use a lowercase letter after the year to distinguish works with the same authorship and year of publication (1987a, 1987b, etc.); the order of letters follows the alphabetical order of the titles.
- ☐ Cite “in press” only for papers that have been accepted for publication. Include the journal name (and volume number, if known) or book title, editor, and publisher.
- ☐ References to papers in review, unpublished manuscripts, and abstracts are not permitted in the References section. Instead, list them as text citations with the author’s name, place of affiliation, and the phrase “unpublished manuscript” or “abstract.”

- ☐ Use italics only when they are used within the titles cited. Do not use boldface anywhere. Capitalize only the first word and proper nouns in titles.
- ☐ Use initials for authors’ given names, and reproduce abbreviations that may appear in titles. Otherwise, **completely spell out all bibliographic information, including serial titles and names of states and provinces.** Follow *Serial Sources for the BIOSIS Data Base* for journal titles and some book series.
- ☐ Give the publisher (or sponsoring agency) and place of publication for all nonserial citations.
- ☐ Provide an issue number (parenthetically between the volume number and colon) *only* for serials that begin each *issue* with page 1. Otherwise, just give volume number and inclusive pagination.

Sample bibliographic forms

☐ *Journal:*

Reubush, K. J., and A. G. Heath. 1997. Effects of recovery water salinity on secondary stress responses of hybrid striped bass fingerlings. *Progressive Fish-Culturist* 59:188–197.

☐ *Book:*

Tave, D. 1986. Genetics for fish hatchery managers. AVI Publishing Company, Westport, Connecticut.

☐ *Book chapter:*

Cottrell, K. D., S. Stuewe, and A. Brandenburg. 1995. Incorporating the stock concept and conservation genetics in an Illinois stocking program. Pages 244–248 *in* H. L. Schramm and R. G. Piper, editors. Uses and effects of cultured fishes in aquatic ecosystems. American Fisheries Society, Symposium 15, Bethesda, Maryland.

☐ *Thesis:*

Wismer, D. A. 1982. The impact of thermal effluents on smallmouth bass reproductive success at Baie du Dore, Lake Huron. Master’s thesis. University of Toronto, Toronto.

Text Footnotes

- ☐ Collect numbered text footnotes, double-spaced, on a page after the bibliography. Use text foot-

notes sparingly, if at all. Use endnotes for editorial asides whenever possible.

Appendices

- ☐ Place appendices after the footnotes or after the bibliography if there are no footnotes. Appendices are not encouraged, but they can be used to document such things as chronologies of events, archival sources of basic information, or data series that are important to record but that are peripheral to the chapter's narrative or argument (or that would severely disrupt the text if placed there).

Tables

- ☐ Start each table on a new page.
- ☐ When creating a table using the tabling package in your word processor, also convert the table to text, using tabs, not spaces, as the column delimiters. (This text version is what can be used by our page layout software.) Please also include a hardcopy of the table as you wish it to appear.
- ☐ Keep tables simple. Use no more than five data columns or two "word" columns, in addition to the stub (side) heads. (Long or more complex tables, if essential, may be considered for an appendix.)
- ☐ Use horizontal rules to separate the caption from the column heads, as straddle rules across related column heads, to separate column heads from the table body, and to close the table. Do not use horizontal rules within the table's body. **Do not use vertical rules** anywhere in the table.
- ☐ Make sure every column—including the stub head column—has a column head.
- ☐ Capitalize only the first word and proper nouns in column and stub heads and within table entries.
- ☐ Designate table footnotes by lowercase superscript letters, starting (in each table) with "a." Place footnote explanations below the closing horizontal rule.

- ☐ If nonstandard abbreviations are necessary, define them in the caption or a footnote.

Figure Captions

- ☐ Bring figure captions together on one or more pages. Do not type captions on final versions of figures.
- ☐ Use the captions to define nonstandard symbols, abbreviations, or acronyms that may be on the figures.

Figures

- ☐ Refer to *AFS Figures Style Guide* for instructions in preparing charts and graphs and submitting digital graphics files, available at <http://www.fisheries.org/publications/catbooks/authresources.shtml>
- ☐ Do not send figures embedded in a Word processing text file. Rather, send individual TIFF, EPS, or EMF files. We get very poor results cutting and pasting embedded graphics. Powerpoint slides, save as Enhanced Metafiles (.emf).

Disk Preparation

- ☐ Provide electronic files (text only) in Microsoft Word if possible (we can however, read most PC and Mac file formats). Create a separate file for each chapter.
- ☐ Label the disk with your name, the type of software, name of the chapter, and a directory of the files included. Any special instructions should be printed out on a separate sheet of paper and inserted in a disk sleeve. Enclose the disk in a mailer or other similar envelope to protect the disk; please do not paper-clip the disk to the hardcopy included in the package.
- ☐ Electronic files for figures and other graphics should be provided but might not be used and therefore **the submitted manuscript must be accompanied by camera-ready, paper versions of all graphics printed with a laser printer, not a dot-matrix or ink-jet printer.**

Symbols and Abbreviations

The following symbols and abbreviations may be used in the book without definition.

A	ampere	M	mega (10^6 , as a prefix); molar (as a suffix or by itself)
AC	alternating current	m	meter (as a suffix or by itself);
Bq	becquerel		milli (10^{-3} , as a prefix)
C	coulomb	mi	mile (1.61 km)
°C	degrees Celsius	min	minute
cal	calorie	mol	mole
cd	candela	N	normal (for chemistry); north (for geography); newton
cm	centimeter	<i>N</i>	sample size
Co.	Company	NS	not significant
Corp.	Corporation	n	ploidy; nanno (10^{-9} , as a prefix)
cov	covariance	<i>o</i>	ortho (as a chemical prefix)
DC	direct current; District of Columbia	oz	ounce (28.4 g)
D	dextro (as a prefix)	<i>P</i>	probability
d	day	<i>p</i>	para (as a chemical prefix)
<i>d</i>	dextrorotatory	p	pico (10^{-12} , as a prefix)
df	degrees of freedom	Pa	pascal
dL	deciliter	pH	negative log of hydrogen ion activity
E	east	ppm	parts per million
<i>E</i>	expected value	qt	quart (0.946 L)
<i>e</i>	base of natural logarithm (2.71828...)	<i>R</i>	multiple correlation or regression coefficient
e.g.	(exempli gratia) for example	<i>r</i>	simple correlation or regression coefficient
eq	equivalent	rad	radian
et al.	(et alii) and others	S	siemens (for electrical conductance);
etc.	et cetera		south (for geography)
eV	electron volt	SD	standard deviation
F	filial generation; Farad	SE	standard error
°F	degrees Fahrenheit	s	second
fc	footcandle (0.0929 lx)	T	tesla
ft	foot (30.5 cm)	tris	tris(hydroxymethyl)-aminomethane (a buffer)
ft ³ /s	cubic feet per second (0.0283 m ³ /s)	UK	United Kingdom
g	gram	U.S.	United States (adjective)
G	giga (10^9 , as a prefix)	USA	United States of America (noun)
gal	gallon (3.79 L)	V	volt
Gy	gray	V, Var	variance (population)
h	hour	var	variance (sample)
ha	hectare (2.47 acres)	W	watt (for power); west (for geography)
hp	horsepower (746 W)	Wb	weber
Hz	hertz	yd	yard (0.914 m, 91.4 cm)
in	inch (2.54 cm)	α	probability of type I error (false rejection of null hypothesis)
Inc.	Incorporated	β	probability of type II error (false acceptance of null hypothesis)
i.e.	(id est) that is	Ω	ohm
IU	international unit	μ	micro (10^{-6} , as a prefix)
J	joule	'	minute (angular)
K	Kelvin (degrees above absolute zero)	"	second (angular)
k	kilo (10^3 , as a prefix)	°	degree (temperature as a prefix, angular as a suffix)
kg	kilogram	%	per cent (per hundred)
km	kilometer	‰	per mille (per thousand)
<i>l</i>	levorotatory		
L	levo (as a prefix)		
L	liter (0.264 gal, 1.06 qt)		
lb	pound (0.454 kg, 454g)		
lm	lumen		
log	logarithm		
Ltd.	Limited		