

## COLLECTION FORUM



SPNHC

ADVANCING COLLECTIONS CARE

### Instructions for Authors

For questions regarding online submissions, please contact Susan Butts, CF Managing Editor at [collectionforum@yale.edu](mailto:collectionforum@yale.edu) or 203-432-3037.

### Editorial Policy

Articles for Collection Forum may include original contributions to the literature or significant review articles dealing with the development and preservation of natural history collections. Contributions may include, but are not restricted to, reports of research and methodologies for the collection, preparation, conservation, storage, and documentation of specimens, and discussion of some philosophical, theoretical, and historical aspects of natural history collection management. Case studies that serve to document or augment a philosophy, methodology, or research activity will be considered, but general descriptions of a specific collection or institution are not accepted.

### Types of Contributions

Book reviews: up to 4 manuscript pages

Review articles: up to 15 manuscript pages

Articles: up to 50 manuscript pages

Please allow approximately 3.5 manuscript pages for each published page.

### General Submission Requirements

Manuscripts should be complete at submission, containing ALL information necessary for publication. Manuscripts found to be incomplete (e.g., missing catalog numbers, figures, appendices, etc.) will be returned without review.

- Double-space the entire manuscript, including abstract, text, references, tables, figure captions, and appendices.
- Number all pages, beginning with the title page.
- Use a standard font (Courier, Helvetica, Arial, Times New Roman), 12 point only.
- Do not right-justify text. Do not break words at the right margin.
- Figures and tables must be cited in consecutive order in the text.
- Do not use footnotes.

Manuscripts should be submitted electronically to [collectionforum@yale.edu](mailto:collectionforum@yale.edu).

Files too large for email transmission can be sent to [collectionforum@yale.edu](mailto:collectionforum@yale.edu) using the Yale File Transfer Server - <http://www.yale.edu/its/email/transfer.html>.

The following items should be included:

1. Cover letter—In the cover letter, authors are encouraged to suggest potential reviewers, although final choices will be made by the editor and/or associate editors.

2. Manuscript file—Preferable as MS Word. Do not incorporate tables and figures into the manuscript. Note the approximate location you would like tables and figures placed in the manuscript by listing the table or figure number and the caption at the correct location.
3. Tables and Figures—Included in original format. Acceptable formats are .jpg, .tiff, Excel (.xls), Adobe Photoshop (.psd), and Adobe Illustrator (.ai, also can be saved as an editable pdf). Additional formats may be acceptable – please contact the Managing Editor (collectionforum@yale.edu) to determine if the compatibility of your file. All tables and figures must be grayscale. Color figures can be accommodated, but color printing fees are the responsibility of the author. Please contact the Managing Editor for pricing (the baseline fee for color images is \$300 each).

### **Formatting Manuscripts**

On the first page indicate only the name, email address, telephone, and mailing address for the author to whom correspondence and proofs should be addressed. The second page then includes only the title of the article, names of the authors, affiliations and addresses of authors, and the abstract. Begin the text on the third page.

The preferred language for manuscripts is English, but a summary in another language can precede the literature cited, if appropriate. Manuscripts written in other languages may be considered at the discretion of the Managing Editor if the language uses the Roman alphabet, an English summary is provided, and reviewers are available for the language in question.

**Abstract:** An abstract summarizing in concrete terms the methods, findings, and implications discussed in the paper must accompany each article. The abstract should be completely self-explanatory and should not exceed 200 words.

**Style and Abbreviations:** Symbols, units, and nomenclature should conform to international usage. Cite all references in the text by the author and date, in parentheses. For example, (Deer et al. 1992, Fraser and Freihofer 1971, Mahoney 1973, Taylor 1967) would be an acceptable citation. Footnotes are not accepted in the text.

**Literature Cited:** This section includes only references cited in the manuscript and should be double spaced. References are listed alphabetically by authors' names and take these forms:

Brokerhof, A.W., R. Morton, and H.J. Banks. 1993. Time-mortality relationships for different species and development stages of clothes moths (Lepidoptera: Tineidae), exposed to cold. *Journal of Stored Products Research* 29(3):277-282.

Jones, E.M. and R.D. Owen. 1987. Fluid preservation of specimens. Pp. 51-64 in *Mammal Collection Management* (H.H. Genoways, C. Jones, and O.L. Rossolimo, eds.). Texas Tech University Press, Lubbock, Texas. 219 pp.

Thomson, G. 1986. *The Museum Environment*, 2nd ed. Butterworth's, London, England. 293 pp.

For references to Internet sites, the format is:

ICOM International Committee for the Training of Personnel. 2000. *ICOM Curricula Guidelines for Museum Professional Training*. <http://museumstudies.si.edu/ICOM ICTOP> (15 July 2002).

[the closing date of the reference is the date information was retrieved]

**Tables:** Tables should not repeat data contained in the text. Each table should be numbered with Arabic numerals, include a short legend, and be referred to in the text. Column headings and descriptive matter in tables should be brief. Vertical rules should not be used. Tables should be placed, one to a page, after the references.

**Figures:** Figures should not repeat data contained in the text, and must be of professional quality, because they will not be redrawn by the editorial staff. They may include line drawings, graphs, or black and white photographs. Color images will usually be printed as grayscale images. Color is possible, but additional funding may have to accompany the manuscript submission. Photographs should be cropped to show only essential features. Each figure should be numbered with Arabic numerals and referred to in the text. Magnification scale, if used, should be indicated in the figure by a scale bar, not in the caption alone. Figures must be produced at a scale that will reduce clearly to a maximum page width of five inches (12.5 cm) or 8 inches (20 cm) in landscape orientation (portrait orientation is preferred). Line art must be provided at 1200 dpi and black/white in vector format (Adobe Illustrator) Grayscale and color figures must be provided at 300-450 dpi.

**Manuscript evaluation:** Authors should be aware that the following points are among those considered by the editorial staff when evaluating manuscripts:

1. Is the content appropriate to the purpose of the journal and Society?
2. Does the title reflect the thrust and limitations of the paper?
3. Are the contents clearly and logically presented and the paper well organized?
4. Does the paper contribute to the body of knowledge and literature?
5. Is the study integrated with existing knowledge and literature? Is the literature cited appropriate for the study?
6. Are the tables and figures clearly presented? Are they necessary to support the text?
7. If the paper presents research: Is the methodology technically and logically sound?
8. Are the conclusions supported by sufficient data?

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