

INFORMATION FOR CONTRIBUTORS

The *Journal of Mammalogy* is a research-oriented, peer-reviewed journal dealing with all responsible types of research on biology of mammals. Papers of any reasonable length that can be justified by their purpose, design, and outcome will be considered. Manuscripts must be submitted online via AllenTrack at <http://jmamm.allentrack.net>.

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This document is divided into 3 parts:

- 1) PREPARATION OF MANUSCRIPTS – how to set your manuscript in the proper *JM* format.
 - 2) COMMON PROBLEMS WITH MANUSCRIPTS – common mistakes that delay the handling of manuscripts. Double-check before submitting.
 - 3) ONLINE SUBMISSION INSTRUCTIONS – how to submit your manuscript via AllenTrack.
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1. PREPARATION OF MANUSCRIPTS

Your manuscript should include the following parts, in this order:

1. Title Page

- Contact information of the author to whom correspondence and proofs should be sent in the upper left corner (single-spaced)
- Running Heading (a short identification, not a title, ≤40 characters including spaces; use normal font)
- Title (**Bold**, left-justified text; capitalize only the first word and formal names, taxa, geographic locations, etc; restrict to ≤15 words)
- Names of authors (Use normal font or SMALL CAPS, NOT ALL CAPS!, left-justified text, with asterisk to identify corresponding author)
- Affiliations of authors (Normal font in *italics*, left-justified, with author initials in parentheses following the appropriate address)
- Abstract, no longer than 5% of the length of the text (Introduction through Discussion; multiply number of lines of text by .05 to find correct length for Abstract...longer abstracts will be sent back for shortening) summarizing key findings...note: there is NO heading for "ABSTRACT"
- Key words, ≤10 words, alphabetized and separated by commas
- "*Correspondent:" followed by email address of corresponding author

2. Text of manuscript

- Introduction...note: NO heading for "INTRODUCTION"
- Materials and Methods
- Results
- Discussion...note: NO "Summary" or "Conclusion" sections, include relevant syntheses in the Discussion

3. Acknowledgments (note spelling)
4. A summary in another language, usually a translation of the abstract, may be included at end of text if appropriate. Translations of abstracts in Spanish or Portuguese are **REQUIRED** for all studies conducted in Latin America.
5. Literature Cited; references listed in alphabetical order by author surname; put authors' names in **SMALL CAPS**.
6. Figure legends, on a separate page following Literature Cited.
7. Appendix, if necessary.
8. Tables. Each table (XLS, XLSX, DOC, or DOCX format) should be on a separate page **WITH** the table legend. Tables, can be included in the "article file."
9. Figures. Figures should be submitted as **SEPARATE FILES** in TIF, EPS, PDF, JPG, PPT, or PPTX formats.

All parts of the manuscript, including Literature Cited, should be written in English and **follow the style and format of papers in the most recent issues of the *Journal of Mammalogy***. The Journal standard for style is the CSE style manual (Scientific Style and Format--The CSE Manual for Authors, Editors, and Publishers. 7th ed. Council of Science Editors, The Rockefeller University Press.)

ALL written and tabular material must be double-spaced (3 lines/2.5 cm) and in 12-point Times New Roman font. Text pages should be numbered, and normal text (not headings) should be left-justified. In general, 2 levels of organization are used: primary headings (centered and in uppercase) and secondary headings (indented at beginning of paragraph, italicized, and followed by period and a long dash). Italicized scientific names (genus and species) of all organisms other than domesticated animals should be given with the common name at 1st use, in the abstract and the body of paper. Use Arabic for all numbers, even those <10.

In Materials and Methods include a statement indicating whether research on live mammals followed ASM guidelines (SIKES ET AL. 2011. *Journal of Mammalogy* 92:235–253) and was approved by an institutional animal care and use committee. All DNA sequences must be submitted to GenBank, and accession numbers provided in the manuscript before publication. Museum catalogue numbers for all voucher specimens (including associated tissue) examined must be included in the manuscript (in an Appendix if numerous). Consult recent issues of the *Journal of Mammalogy* for examples.

Tables should conform to *JM* format: horizontal lines across the top beneath the legend, bottom, and underneath column headings. Do NOT use vertical lines to separate columns, add extra horizontal lines to separate parts of the table, or use grid cells. Tables need to be formatted as text for publication, thus do not submit them as pdfs.

Figures will be reduced to 9, 13, or 19 cm in width for publication, so lettering and symbols must be large enough to withstand reduction and be legible. Put figure numbers on figures. Do not present the same data in both graphs and tables. There should be at least 2 (preferably 3) pages of text for each figure or table.

Authors will be charged for color figures. Authors will be charged \$1,000 in addition to regular page charges for each figure appearing in print. This charge cannot be waived and must be paid in full before a paper is scheduled for publication. Authors have the option of having figures printed in black/white but produced in color online. If an author selects this option, he/she will be charged \$75 per figure.

Below are the formats of common types of references listed in the Literature Cited. See a recent issue of the *Journal* for other examples.

a. Journal Articles

HARRIS, R. B., W. J. CRESSWELL, P. G. FORDE, W. J. TREWHELLA, T. WOOLLARD, AND S. WRAY. 1990. Home-range analysis using radio-tracking data- a review of problems and techniques particularly as applied to the study of mammals. *Mammal Review* 20: 97–123.

NEVO, E., V. SIMONSEN, AND A. R. TEMPLETON. In press. Starch gel electrophoresis of enzymes—a compilation of recipes. *Biochemical Genetics*.

b. Books

HALL, E. R. 1981. The mammals of North America. 2nd ed. John Wiley & Sons, Inc., New York 1:1–600 + 90 [OR ...2:601–1181 +90.]

NEAL, E. G., AND C. CHEESEMAN. 1996. Badgers. Poyser Natural History, London, United Kingdom.

c. Chapter in Edited Books

PATTON, J. L., ET AL. 1977. Optimal habitat selection in two-species competitive systems. Pp. 282–293 in *Population ecology* (U. Halbach and J. Jacobs, eds.). Gustav Fischer Verlag, Stuttgart, West Germany.

d. Technical Reports

HENDRIX, P. F. 1996b. Earthworms, biodiversity, and coarse woody debris in forest ecosystems of the Southeastern U.S.A. Pp. 43–48 in *Biodiversity and coarse woody debris in southern forests*, proceedings of the workshop on coarse woody debris in southern forests: effects on biodiversity (J. W. McMinn and D. A. Crossley, Jr., eds.). United States Department of Agriculture, Forest Service, General Technical Report SE-94:1–146.

e. Theses or Dissertations

STEWART, P. D. 1997. The social behaviour of the European badger, *Meles meles*. Ph.D. dissertation, University of Oxford, Oxford, United Kingdom.

Submitted manuscripts or unpublished data cannot be cited in the manuscript or listed in the Literature Cited.

Possible Cover Art

Authors who have illustrations of mammals that are particularly attractive or interesting may suggest these be used on the cover of the *Journal of Mammalogy* in which the paper will appear. Submit possible cover images to the Journal Editor.

2. COMMON PROBLEMS WITH MANUSCRIPTS

Title Page –

- Contact information for corresponding author should be complete.
- Effective 2010, only the first letter of major words in the title should be capitalized (not in CAPS).
- Institutional affiliations should be in *italics*.
- Authors' names should not be superscripted; initials should be placed after the author affiliation (in CAPS, italicized, and in parentheses).
- Key words should be listed in alphabetical order.

Manuscript Text –

- In-text literature citations in strings should be listed in alphabetical order by first authors' names, and multiple dates for the same author(s) are separated by commas (e.g., Blake 2002; Heske et al. 2004, 2006; Leslie 1898).
- All text should be left-justified except for section headings, which should follow the guidelines in Preparation of Manuscripts.

Materials and Methods and Results –

- Statistical and other quantitative procedures used should be mentioned and/or described and justified (with citations and mention of statistical software used) routinely in Materials and Methods rather than mentioning them for the 1st time in Results when the outcomes are reported. For example, mention of the use of 2-way ANOVAs to assess the effects of sex and season should be made in Materials and Methods, and only outcomes of those analyses - F (with *d.f.* as subscripts) and P values - in the Results.
- All details of statistical outcomes reported should be provided, **and degrees of freedom must be reported as subscripts of test statistics**. For example, for an ANOVA, F , *d.f.* (as subscripts of F), and the P value should be reported, not just the P value or F and P value. Degrees of freedom are important for two reasons: in a) revealing the possibility of pseudoreplication, and b) confirming (or questioning) statistical significance of an outcome. Be sure to report both numerator and denominator *d.f.* (in that order) for F tests. Abbreviation style for statistics should follow that in a recent issue of *JM*.

Literature Cited –

- Check carefully that all references cited in the manuscript are included in the list of Literature Cited, and that there are no entries in the Literature Cited that are not cited in the text or legends.
- Authors' names should be written in SMALL CAPS, including the word “AND”. Use “ETAL.” for references with 7 or more authors.

- Spell out the names of journals completely.
- When the 1st-author name is the same for consecutive references, be sure that references are listed in alphabetical order by 2nd, 3rd, 4th, etc. authors' surnames (this is especially a problem when letters are added after dates in references published in the same year)
- Pay close attention to proper formatting for references that are chapters in books [e.g., Pp....in (D. E. Wilson and D. M. Reeder, eds.)] and for references that are technical reports, symposia papers, etc.. Provide city and state or city and country for publishers of books.
- Do not cite or list manuscripts that are submitted but not published or in press.

Tables and Figures –

- Be sure that ALL tabular material is in Times New Roman 12-point font and is DOUBLE SPACED.
- Be sure that all figures are legible and will be clearly readable when reduced.

3. ONLINE SUBMISSION INSTRUCTIONS

Manuscripts must be submitted online via AllenTrack at <http://jmamm.allentrack.net>. Direct concerns and questions to the Journal Editor. Authors are informed by e-mail of receipt of their manuscripts and can track them on AllenTrack. Authors who cannot submit copies electronically should contact the Journal Editor.

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- Tables in XLS, XLSX, DOC, or DOCX formats (.xls, .xlsx, .doc, or .docx)
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PROOFS AND REPRINTS

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