

Policies, Procedures, and Guidelines for Authors of *Occasional Papers of the Museum and Special Publications of the Museum*

Revised: February 2026

PART I: POLICIES

The Museum at Texas Tech University provides two outlets for publishing scholarly works: *Occasional Papers of the Museum* and *Special Publications of the Museum*. Publication in these series is available to all authors without regard to their association with Texas Tech University.

REVIEW PROCESS

Occasional Papers and *Special Publications* are produced by the Natural Science Research Laboratory (NSRL). Dr. Caleb D. Phillips, Interim Assistant Director of the NSRL, currently serves as the Managing Editor. Lisa Bradley serves as Production Editor. Members of the Editorial Board (Subject Editors and Advisory Panel) see to the management of the series. A directory of the Editorial Board members is provided here: <https://www.depts.ttu.edu/nsrl/publications/downloads/EditorialBoard.pdf>.

All submitted manuscripts are subject to peer review. An initial review is conducted by the Managing Editor, who evaluates whether the manuscript is 1) a subject matter appropriate for the series, and 2) of sufficient scientific merit to be considered. *Occasional Papers* and *Special Publications* typically are focused on museum-based natural history research and involve research on specimens that are archived in accredited museums. Relevant topics include, but are not limited to, taxonomic studies, faunal lists, species descriptions, zoonoses, distributional records, and field and museum techniques and methodology, including molecular methods that are applicable to field or museum research.

Manuscripts that pass these initial evaluations are assigned to an appropriate Subject Editor. Manuscripts are peer-reviewed for scholarly content by at least two reviewers that are not professionally affiliated with Texas Tech University. The Subject Editor makes the final decision as to the acceptance (with or without revision) or the rejection of each manuscript based on the outside reviews as well as their own expertise in the subject matter.

Occasional Papers are publications of 4 to 32 printed pages in length. *Special Publications* are more in-depth treatises of greater than 32 printed pages in length. *Occasional Papers* are given priority status for publication. Authors submitting a manuscript to *Special Publications* must agree to the stipulation that their manuscript (if accepted) will be paged and printed as time allows, with priority given to the production of *Occasional Papers*.

BEST PRACTICES FOR SUBMITTED PUBLICATIONS

As an accredited institution, the Museum at Texas Tech University follows best practices for all submissions to the *Occasional Papers* or *Special Publications* series. When submitting a manuscript to these series, the authors must verify in the cover letter that the following conditions have been met.

Original work—The presented material is the original work of the authors. The work has not been published, submitted, or accepted elsewhere and has been approved by all co-authors.

Authorship—Everyone listed as an author has made a substantial contribution to the manuscript. Authorship should be restricted to those individuals who have met each of three criteria: 1) made a significant contribution to the conception, design, and implementation of the study, the analysis and interpretation of data, and/or other scholarly effort, 2) participated in drafting the article or reviewing and

revising it for content, and 3) approved the final version of the manuscript. Recently deceased authors who contributed significantly to the project may be retained on the author line, as deemed appropriate and agreed to by the coauthors.

In the case of papers with multiple authors, the lead author (usually the first or last author listed) has the responsibility for: 1) including as coauthors all individuals who meet the three criteria defined above and excluding those who do not; and 2) obtaining from all coauthors their agreement to be designated as such, as well as their approval of the final version of the manuscript. Coauthors assume full responsibility for all work submitted under their names and, as a coauthor, acknowledge that they meet each of the three criteria for authorship. Any person can refuse to be a coauthor if they elect to do so.

Title—The title of the publication reflects the content and is an accurate insight into the manuscript, neither overstating nor understating the significance of the paper.

References—References are appropriate and inclusive to ensure that proper credit is documented for previous research, ideas, or discoveries.

Acknowledgments—Acknowledgments include only those individuals who contributed significantly to the development of the manuscript, and all individuals who made contributions are acknowledged, as appropriate. Funding agencies and permits for the project should be appropriately acknowledged. Museums or other entities that provided specimens, tissues, or data for the study should be acknowledged.

Ethics and Animal Use—In submitting a manuscript for publication in a series of the Museum, the authors attest that their research was done ethically and in compliance with relevant institutional, state, national, or international regulations regarding the collection, care, and use of animals, including the maintenance of valid collecting and transport permits, and with necessary approvals for access to and use of field sites, especially environmentally or culturally sensitive areas. Authors of mammalogical papers must affirm that their research practices followed the guidelines of the American Society of Mammalogists (Sikes et al. 2016) for the use of wild mammals in research, including obtaining approval of their institutional animal care and use committee when necessary. Similarly, appropriate guidelines and regulations should be followed for the use of wild animals of other groups (birds, reptiles, etc.). Editors maintain the discretion to reject work that is deemed to be unethical and that does not comply with accepted guidelines.

CONFLICT OF INTEREST STATEMENT

The publications of the Museum are open to all members of the scientific community, whether they work independently or for academic, government, industry, or other organizations. Authors must reveal any potential conflicts of interest relevant to the work that the author has submitted. Similarly, reviews must disclose any potential conflicts of interest relevant to the works they are asked to evaluate; further, by agreeing to review a paper, reviewers commit to doing so fairly and without bias.

FORMATTING REQUIREMENTS

Manuscripts submitted to the *Occasional Papers* series must be organized and formatted for style as described herein. Manuscripts that deviate from these guidelines will not be considered for publication as an *Occasional Paper* and will be returned to the corresponding author for proper formatting. Neither the Series Editor nor the Museum of Texas Tech University is responsible for editing manuscripts for style or organization.

Manuscripts submitted to the *Special Publications* series typically follow the Guidelines described herein. However, *Special Publications* may be allowed to deviate from these formatting guidelines if deemed appropriate by the Managing and/or Subject Editor. Each *Special Publications* submission that deviates

from these Guidelines will be evaluated on a case-by-case basis to determine if the variation from standard formatting is reasonable and justified.

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OPEN ACCESS LICENSING

The Museum publishes *Occasional Papers* and *Special Publications* as open access journals, which means that all content is freely available without charge to the user and their institution. *Occasional Papers* and *Special Publications* are available in PDF format for free download from the website of the Natural Science Research Laboratory (<https://www.depts.ttu.edu/nsrl/>). Users are allowed to read, search, download, print, copy, distribute, or link to the full texts of the articles, or use them for any other lawful purpose, without asking prior permission from the publisher or the author.

By submitting to the *Occasional Papers* and *Special Publications* series, all authors agree to the Creative Commons license of the publisher, Open Access CC BY. This license lets others distribute, remix, tweak, and build upon a published work, even commercially, as long as they credit the authors for the original creation and cite the published work.



SELF-ARCHIVING

Upon publication, authors may self-archive the final published version (PDF) of their work on their own webpages, on institutional webpages, and in other non-commercial repositories.

PAGE CHARGES, FEES, AND REPRINT ORDERS

Authors are encouraged to contact the Managing and Production Editors to discuss printing options and page charge estimates prior to submission. All publications are produced with a limited print run of hard copies that are: 1) distributed by the Museum to libraries that maintain our series; and 2) held by the Museum for archival preservation and for distribution to individuals that request reprints. In addition, a number of copies may be printed for the authors, based upon their needs. Total printing costs vary by the length of the manuscript, number of copies printed, color vs. grayscale figures, or color cover vs. no cover. Color covers are optional for *Occasional Papers* and required for *Special Publications*.

Typically, authors are expected to pay for the entire cost of the printing run for a publication. However, printing charges may be reduced or waived, other than the cost of printing copies for the authors' personal use. It is the journal's goal to reduce or waive publication charges for as many articles as possible. Waiving or reducing page charges will be considered on a case by case basis, with priority given to *Occasional Papers*, but the decision is contingent on available funds and is at the discretion of the Managing Editor.

PDF files of all publications are provided to the authors and to the Research Associates of the Museum, and posted on the website of the NSRL for free download.

Any applicable invoice for page charges will be provided to the authors after publication, as appropriate. Payment is due to the Museum at Texas Tech University in full at that time. Accepted forms of payment (in U.S. currency) include credit card or check drawn on a U.S. bank. Non-tax-exempt individuals or

entities will be required to pay sales tax at the current rate for the State of Texas.

PART II: PROCEDURES AND GUIDELINES FOR FORMATTING AND SUBMITTING MANUSCRIPTS

SUBMISSION OF MANUSCRIPT FOR REVIEW

Manuscripts should be submitted by e-mail or file-sharing service to the Production Editor, Lisa Bradley, lisa.bradley@ttu.edu. See *Acceptable Formats for Electronic Copy*, below.

The initial submission should include a cover letter, addressed to Managing Editor Dr. Caleb D. Phillips, that states that the presented material has not been published, submitted, or accepted elsewhere and has been approved by all co-authors [see POLICIES] and includes the mailing address, telephone number(s), and e-mail address of the corresponding author. It is the responsibility of the corresponding author to notify the Production Editor of any change in contact information. *The cover letter also should provide a list of 5 suggested reviewers that are qualified in the subject matter and unbiased, in the opinion of the authors. We recommend including a combination of more senior-level reviewers (e.g., professors, curators) and junior-level reviewers (e.g., Ph.D. students, postdoctoral scholars).*

Authors should understand that the correct organization and format of a submitted manuscript, as described below, will not be identical to the final, printed form (e.g., text columns, placement of tables and figures, line spacing, font style of headings). Furthermore, previously published materials of the Museum at Texas Tech University do not necessarily reflect current Guidelines. Therefore, it is important that authors carefully follow the instructions herein. Any concerns or questions regarding organization, style, or format should be addressed to the Production Editor.

Acceptable Formats for Electronic Copy—All text documents (body of manuscript and tables) should be Microsoft Word files. Each Table should be a separate document (i.e., do not place tables within the body of the manuscript) and should be formatted as a table (not as tab-delineated text); table headings should be included with each table. Each Figure should be a separate, single-layered image file (preferably .jpg) at a resolution of at least 300 dpi for photographs and 600 dpi for graphic figures and those containing text. Figures must be submitted as individual image files; do not place figures within the body of the manuscript or at the end of the Word file. A list of Figure Legends should be submitted as a separate document (Word file).

LAYOUT AND ORGANIZATION OF THE SUBMITTED MANUSCRIPT

1. The corresponding author's name and current contact information should be typed, single-spaced, on the top left of page 1. Double-space below this information and throughout the remainder of the document, with the exception of the author(s) addresses on the final page.
2. A running head of < 54 characters should be provided (e.g., RH: Taxonomy of Texas Shrews).
3. The title should be typed in upper and lower case letters and centered.
4. The names of the authors should be typed in upper and lower case letters and centered. The addresses of the authors are not provided here (see #12).
5. "Abstract" should be centered as a primary heading. An abstract is required for all publications, regardless of length. The abstract should be a single paragraph and should be no longer than 5% of the manuscript text.
6. "Key words" should be typed as a new paragraph and indented, followed by a colon and ≤10 key words in alphabetical order (e.g., Key words: *Peromyscus*, population, Texas). Key words are required for all manuscripts.
7. A Spanish abstract (Resumen) and Spanish key words (Palabras clave) also may be provided,

- when appropriate to the subject matter.
8. The Museum at Texas Tech University is unable to host supplemental data files. Any supplemental material to be posted online must be made available to the editors during the review process and must be approved by the Subject Editor. Approved supplemental material should be referenced in the publication after the Key words and before the Introduction (e.g., “Supplementary material related to this manuscript is available online at [website address].”). It is the responsibility of the author(s) to ensure that the supplemental material remains available at the website URL provided. Neither the Museum nor the Managing Editor are responsible for broken links to materials hosted at any site other than the NSRL website.
 9. The body of the text should begin with a primary heading (typically “Introduction”). All primary headings (e.g., Introduction, Methods, Results) are typed in upper and lower case letters and centered. See STYLE AND FORMAT: HEADINGS for more information.
 10. Following the body of the text, "Acknowledgments" should be typed as a primary heading. Acknowledgments should include the full name of each person acknowledged. The acknowledgments should be a brief statement in a single paragraph that recognizes others who contributed in a significant way to the research and/or the development of the manuscript, but in a manner that does not warrant co-authorship. Funding sources and information pertaining to collecting permits, permissions, and licenses for fieldwork must be listed in the Acknowledgments.
 11. Following the acknowledgments, "Literature Cited" should appear as a primary heading. See STYLE AND FORMAT: LITERATURE CITED for specific formatting rules. Use a hanging paragraph indent of 1.25 cm (0.5 in) for each citation.
 12. Following the literature cited, each author’s address, including e-mail, should be typed in italics and single-spaced. For example:

Addresses of authors:

*Caleb D. Phillips
Department of Biological Sciences and Natural Science Research Laboratory
Museum at Texas Tech University
Lubbock, TX 79409-3131
caleb.phillips@ttu.edu*

13. Tables, Figures, Figure Legends, and Appendices should be submitted as separate files and clearly labeled (titled) as such. See STYLE AND FORMAT regarding Tables and Figures.

STYLE AND FORMAT

Language—English only. A Spanish abstract (Resumen) and key words (Palabras clave) may be provided when appropriate to the subject matter.

Voice—First person, active voice (e.g., We collected fourteen *Peromyscus*) is permitted, but passive voice is preferred unless it creates awkward phrasing. Excessive use of the first person “I” and “we” is discouraged, and Editors have the discretion to revise voice as they deem appropriate.

Margins, Columns, and General Layout

1. Number all pages.
2. Use 2.5 cm margins on all sides.
3. Do not right-justify the manuscript text.
4. Indent paragraphs 1.25 cm (use the Indent function in MSWord, not a tab).
5. Use single-column format throughout the body of the text.
6. Do not number the lines of text.

Line spacing—Double-space the entire manuscript (text, literature citations, tables, table headings, and figure legends), with the exception of the authors addresses.

Sentence spacing—Within the body of the manuscript, table headings, and figure legends, insert two spaces after periods at the end of sentences. This rule does not apply to literature citations.

Font

1. Use 12-point Times New Roman throughout.
2. Do not use special font styles anywhere in the text (i.e., do not use ALL CAPITAL LETTERS, SMALL CAPITAL LETTERS, **boldface** print, or underlined print). Exceptions: country names are in ALL CAPS in Specimens Examined accounts, and orders are in ALL CAPS in Species Accounts.
3. Use *italics* for:
 - a. scientific names of species
 - b. statistical parameters (e.g., $n = 56$, $P < 0.005$, $F_{1,42} = 3.91$, $3.4 \pm 1.2 SE$)
 - c. secondary or tertiary headings (see “Headings” below)
 - d. book and journal titles referenced in text
 - e. addresses of authors

Headings

1. All manuscripts must include primary headings. Primary headings should be formatted in plain text, upper and lower case, and centered. Typical primary headings are Abstract, Introduction, Methods, Results, Discussion, Acknowledgments, Literature Cited, and Appendix (if applicable). For faunal checklists, a “Species Accounts” heading may be used (placed after Results and before Discussion). If the manuscript is a review or a development of ideas independent of research, primary headings that best describe the divisions of the paper are appropriate. However in all manuscripts, the headings Abstract, Introduction, Acknowledgments, and Literature Cited are expected.
2. Most manuscripts will require only two levels of headings, and will move from the primary to tertiary heading styles explained below. Secondary headings are used only if three levels of heading are necessary for clarification.
3. In the rare case of three levels of head, the secondary heading is in plain text, left justified, upper and lower case, and double-spaced below.
4. Tertiary headings are indented and italicized, followed by a period and an em-dash (e.g., *Species Diversity.*—). The text runs in after the dash. There must be at least two tertiary divisions within a section. The tertiary heading style becomes secondary if there are only two levels of head.

Scientific and Common Names

1. Scientific names (genus and species) of all organisms other than domesticated animals must be italicized and written in full at their first use and at the beginning of paragraphs. Abbreviations of the generic name may be used after their first use and at the beginning of sentences within a paragraph.
2. For mammals, follow the current taxonomy of The Mammal Diversity Database of the American Society of Mammalogists at <https://www.mammaldiversity.org/>. Variations from the current taxonomy of this database should be justified in the text and appropriate citation(s) provided.
3. For taxa other than mammals (birds, herps, etc.), authors are encouraged to use the most recent and most widely accepted taxonomic arrangement for that Class. Sources for both scientific and common name usage must be cited, and variations from these sources must be justified.
4. Use of "sp." or "spp." following a genus name is not required.
5. Common names (following <https://www.mammaldiversity.org/> for mammals, unless justified to

Series Editor) may be used throughout the manuscript after each has been linked to a scientific name. However, the consistent use of scientific names is preferred and encouraged.

6. Common names in the text should be capitalized (e.g., White-tailed Deer).
7. For manuscripts describing a new species, the name of the new species should not be used in the title or running head. A new species name may be used in the Abstract, Key words, Tables, Figures, or elsewhere in the text, but must be designated as species novum or new species (e.g., *Peromyscus schmidlyi* sp. nov. or *Peromyscus schmidlyi* n. sp.) prior to the Description section of the manuscript. The same rule applies to the naming of any new taxon (e.g., genus, tribe).

Species Accounts and Specimens Examined

1. The format for Species Accounts and Specimens Examined may vary slightly, depending on the content and scope of the manuscript. An example of a Species Account, including Specimens Examined, is shown below. Any questions regarding the formatting of such material will be handled by the Production Editor or Subject Editor on an individual basis.
2. Higher taxonomic designations (Order, Family) should be provided if accounts describe species from more than one Order or Family.

<<EXAMPLE>>

ORDER INSECTIVORA
Family Soricidae
Blarina carolinensis (Bachman 1937)
Southern Short-tailed Shrew

Four specimens were collected from (text continues, double-spaced, in paragraph form)

Specimens examined (total number).—COUNTRY: State; County, specific locality data including UTM coordinates or latitude and longitude (museum acronym and catalog number for each specimen).

3. A museum catalog number is expected for each specimen examined. Museum acronyms should be defined in the text. Special identifying numbers (e.g., TK) are permitted only in cases where a voucher catalog number is not applicable, such as a tissue-only sample; such identification numbers must be defined. GenBank numbers should be provided for all sequences generated by or accessed for the research study. GenBank data may be provided in text, in a table, or in an Appendix, as deemed appropriate for the quantity of data being provided.
4. For manuscripts that do not include Species Accounts, a Specimens Examined section should occur either at the end of the manuscript text, with Specimens Examined as a primary heading, or the data may be presented in an Appendix. Where multiple species are addressed, the format is as follows:

Genus species (total number).—COUNTRY: State; County, specific locality data including UTM coordinates or latitude and longitude (museum numbers for specimens from that locality);....

Localities

1. Locality data should be presented either as UTM coordinates (e.g., UTM 13-530331E-3319998N), latitude and longitude in degrees, minutes, seconds (e.g., 30°00'38.0444"N, 104°41'07.7500"W), or latitude and longitude in decimal degree format (e.g. 30.010567, -104.685486). All locality data within a manuscript should be consistent in type and format.
2. Authors are responsible for proofing locality coordinates and verifying that all locality data are

- accurate and correctly map to the geographic location of the collection site.
3. When editing locality data, please note that latitude and longitude coordinates cannot be changed from degree-minute-second format to decimal format, and vice versa, simply by inserting symbols or decimals! You MUST use a converter (many are available online, e.g., <http://rcn.montana.edu/resources/Converter.aspx> or <https://www.fcc.gov/media/radio/dms-decimal>) to ensure that the locality coordinates are correctly converted.
 4. The use of directional locality data (e.g., 10.4 km NW Lubbock, Hwy 84) is strongly discouraged, other than in text that is taken directly from historic records; these cases must be indicated as such. Use of such data must be justified by the author(s), and the acceptance of such data will be at the discretion of the Subject Editor.
 5. If directional locality data is accepted, such data should be provided in metric units (instead of or in addition to English units).

Numbers, Measurements, and Time

1. Numbers less than 10 should be written out in text, unless they are reporting real measurements or data (e.g., three juveniles; 4 ha). Use numerals for numbers 10 and above, unless they occur at the beginning of a sentence. Ordinals are treated in the same manner (e.g., first month, 16th day); do not superscript ordinals.
2. Use commas in numerals with four or more digits (e.g., 4,660).
3. Provide measurements in metric units only (with the rare exception of historic locality data, as described above).
4. Write dates in sequence from smallest to largest unit (e.g., 20 October 2003).
5. Use the 2400 (military) time system (e.g., 0830 h, 2300 h).

Punctuation and Symbols

1. Compound words used as adjectives are generally hyphenated when they precede the word they modify (e.g., "100-m transect" or "the transect was 100 m long").
2. Use spaces around all operators for equations and statistical expressions (e.g., $n = 72$). No spaces are used between the mathematical symbol and the number if no statistical parameter precedes the number (e.g., "temperatures of $>30^{\circ}$ C").
3. Use an en-dash (–), not a hyphen, to indicate number ranges (e.g., 6–18 mm; 1999–2006; pages 14–29).

Abbreviations

1. Abbreviate units of measure, time, and percentages (%) when they follow a number.
2. Examples of common abbreviations: mm = millimeter; cm = centimeter; s = second; min = minute; h = hour; g = gram; kg = kilogram; ha = hectare; $^{\circ}$ C = degrees Celsius; pers. comm. = personal communication; Fig. = Figure.
3. Note that there is no period following most abbreviations for measurement and time.
4. Abbreviations or acronyms may be used if defined on first use and used several times in the text [e.g., American Museum of Natural History (AMNH)]. Abbreviations and acronyms should not be used at the beginning of sentences (write out the full name or term).

Citations in Text

1. Order citations in the text chronologically, then alphabetically; use semicolon separators for citations by different authors; do not use a comma between author and date; use a comma between multiple dates by the same author (e.g., Jones et al. 1990, 1992, 1995; Brant and Jones 1992; Bradley et al. 1995).
2. Use et al. for three or more authors; do not italicize et al. (e.g., Jones et al. 1995).

Authoritative References (proper citation for a scientific name)

1. To differentiate scientific name authorities from standard literature citations, insert a comma between the authority name and the date in scientific name citations, e.g., *Eumopshanse* Sanborn, 1932.
2. In general the full scientific name, including authority, should be provided the first time a scientific name is used in the text and in Species Accounts.
3. If appropriate, include parentheses to indicate revisionary status (e.g., change in generic status). Refer to the International Code for Zoological Nomenclature for proper format.

Literature Cited (see Examples, below)

1. List references in alphabetical order by authors' last names, and chronologically for references with identical author lines.
2. Use 0.5 inch hanging indents.
3. Type authors' names in upper and lower case letters (not all capitals); insert first and middle initials for each author after each last name; do not use periods or spaces between initials; do not insert a comma between last names and initials of an author; insert a comma between author names; do not insert the word "and" before the last author in the reference.
4. Do not use parentheses around the publication year.
5. Do not capitalize article and book titles other than the first word and proper nouns.
6. Use single spaces after periods between each element of the citation, i.e., between authors and date, between date and article title, between article title and journal name.
7. Spell out all journal titles, agency or publisher names, university names, cities, states, and countries (except for Washington, D.C. and Mexico, D.F.).
8. In general, avoid the use of abbreviations in Literature Cited. Accepted abbreviations are "M.S." for Master of Science, "M.A." for Master of Arts, "Ph.D." for Doctor of Philosophy, and "ed." for editor.
9. For journal citations, do not insert a comma after the journal name, and do not insert a space after the colon that precedes the pages numbers. Include issue numbers in parentheses after the volume number [e.g., *Journal of Mammalogy* 85(3):404–413].
10. For books in a series or volume, indicate the volume number and total pages (e.g., Simpson, G. G. 1945. The principles of classification and classification of mammals. *Bulletin of the American Museum of Natural History* 85:1–350.)
11. For articles within a book, do not insert a comma after Pp. 00–00 and do not italicize "in"; insert a colon after "in" (e.g., Sandell M. 1989. The mating tactics and spacing patterns of solitary carnivores. Pp. 164–182 in: Gittleman JL, editor, *Carnivore behavior, ecology, and evolution*. Chapman and Hall, London, United Kingdom.).
12. Do not italicize book or journal titles in Literature Cited (however, book and journal titles are italicized when referenced in the text).
13. Do not include total page numbers for books.
14. Use an en-dash (–), not a hyphen, to indicate page number ranges (e.g., Pp. 108–223; 63:1–20).
15. Italicize scientific names in literature citations, unless the format of the publication being cited dictates otherwise (e.g., scientific names in *Mammalian Species* titles were not italicized prior to 2008).
16. Common names in Literature Citations should be formatted (capitalized or lower case) as it appears in the title of the publication being cited.
17. For citations with seven or fewer authors, list all authors. For citations with more than seven authors, list only the first author, followed by "et al."
18. Include DOI links when available. Verify that they are correct.
19. Verify that hyperlinks in the literature cited (or elsewhere in the manuscript) are active and correct.

Examples of Literature Citation Formats. [Credit: These have been adopted from the guidelines of the

Journal of Mammalogy, with modifications.]

Journal articles

Rose RK, Pemberton DA, Mooney NJ, Jones ME. 2017. *Sarcophilus harrisii* (Dasyuromorphia: Dasyuridae). *Mammalian Species* 49(942):1–17. <https://doi.org/10.1093/mspecies/sex001>.

Sikes RS, Animal Care and Use Committee of the American Society of Mammalogists. 2016. 2016 Guidelines of the American Society of Mammalogists for the use of wild mammals in research and education. *Journal of Mammalogy* 97(3):663–688. <https://doi.org/10.1093/jmammal/gyw078>.

Durant SM, et al. 2017. The global decline of cheetah *Acinonyx jubatus* and what it means for conservation. *Proceedings of the National Academy of Sciences* 114(3):528–533. <https://doi.org/10.1073/pnas.1611122114>.

Books

Foresman KR. 2012. *Mammals of Montana*, 2nd ed. Mountain Press, Missoula, Montana.

Gardner AL, editor. 2007 [2008]. *Mammals of South America*, Vol. 1, Marsupials, xenarthrans, shrews, and bats. University of Chicago Press, Chicago, Illinois.

Chapters in edited books

Fahr J. 2013. *Rhinolophus ziama*. Ziama horseshoe bat. Pp. 355–356 in: Happold M, Happold DCD, editors, *Mammals of Africa*, Vol. 4, Hedgehogs, shrews, and bats. Bloomsbury Publishing, London, United Kingdom.

Garshelis DL. 2009. Family Ursidae. Pp. 448–497 in: Wilson DE, Mittermeier RA, editors, *Handbook of the mammals of the world*, Vol. 1, Carnivores. Lynx Edicions, Barcelona, Spain.

Technical reports and proceedings

Armitage KB, Blumstein DT. 2002. Body-mass diversity in marmots. Pp. 22–40 in: Armitage KB, Rumiantsev VY, editors, *Holarctic marmots as a factor of biodiversity*. Proceedings of the 3rd International Conference on Marmots, 25–30 Aug 1997, Cheboksary, Russia. ABF Publishing House, Moscow, Russia.

Zielinski WJ. 1995. Track plates. Pp. 67–89 in: Zielinski WJ, Kucera TE, editors, *American marten, fisher, lynx, and wolverine: survey methods for their detection*. General Technical Report PSW-GTR-157, US Department of Agriculture, Forest Service, Pacific Southwest Research Station, Albany, California.

Theses and dissertations

Roach JL. 1999. Genetic analysis of a black-tailed prairie dog (*Cynomys ludovicianus*) metapopulation in shortgrass steppe. Thesis, Colorado State University, Fort Collins, Colorado.

Stewart PD. 1997. The social behaviour of the European badger, *Meles meles*. Dissertation, University of Oxford, Oxford, United Kingdom.

Websites (cite as “(Author Year)” in the text and include web address only in Literature Cited).

California Department of Fish and Wildlife [CDFW]. 2008. State & federally listed endangered & threatened animals of California. California Department of Fish and Wildlife, San Diego, California. [accessed 15 Jul 2013].
www.dfg.ca.gov/biogeodata/cnddb/pdfs/TEAnimals.pdf.

Software (cite as “(Author Year)” in text and include citation in Literature Cited)

ESRI. 2002. ArcView GIS. Version 3.3. [Computer software]. Environmental System Research Institute, Inc., Redlands, California. www.esri.com.

R Development Core Team. 2012. R: a language and environment for statistical computing. Version 2.14.2. R Foundation for Statistical Computing, Vienna, Austria. www.R-project.org.

Tables

1. Each table should be submitted as a separate file. Tables should be created using the “Table” function in MS Word (i.e., do not use the tab function to create columns).
2. Double-space tables throughout, including the Table heading.
3. The format of the table headings should be "Table 1. Activity of..." and should be placed above the table contents.
4. There should be approximately three manuscript pages (or more) per table.
5. At the discretion of the Subject Editor, lengthy tables may be formatted and published as an Appendix.
6. Use horizontal lines above and below the table header row, and below the table.
7. Do not use horizontal lines to separate rows of data within a table.
8. Do not use vertical lines in tables. Bolded text or shading may be used within a table, if necessary.

Figures

1. Figures must be of high quality and resolution at the printed size (at least 600 dpi for graphic figures and those containing text; 300 dpi or more for photographs). Photographs should exhibit strong contrast and sharpness.
2. Color figures are acceptable, but authors should be aware that color printing can significantly impact the page charges for printed copies.
3. Each figure must be submitted as a separate file (.jpg preferred; other formats and PDF files are acceptable at the discretion of the Editor). Do not insert figures into the text of the manuscript (i.e., do not embed figures in the Word document).
4. Figures created in PowerPoint must be converted to high-resolution PDF or .jpg files.
5. Figure Legends should be provided in a separate Word document. Figure legends should sufficiently describe what is in the figure and all abbreviations. The format of the figure heading

- should be "Figure 1. Activity of...".
6. Photographic figures must include credit to the photographer. If applicable, authors are responsible for obtaining copyright for any images submitted for publication and payment of any fees.
 7. Cover art (if applicable) must include a figure legend and the legend should be adequately descriptive for the uninformed to understand the nature of the cover. The legend also must provide credit to the creator of the cover art, regardless of the type (e.g., photograph, illustration, map).
 8. In general, there should be no more than one figure per three pages of manuscript.

Common changes marked on manuscripts

1. Compass directions north, south, east, west, and their combinations should not be used as adjectives. The adjectival forms are northern, southern, etc. For example, use "northwestern Texas" not "northwest Texas."
2. Use a comma after each item in a series, including the word that precedes the "and" before the final item in the series (e.g. "...bats, rodents, and carnivores.").

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