

# Author Guidelines for the Proceedings of the Desert Tortoise Council Symposium

## Style and Formatting

### Title Page

Should include the title, author(s), author(s) address; include e-mail address if available.

### Abstract

An abstract is required for all major papers. It should represent a concise statement of the objectives and results of the paper. Statistical results are not needed.

### Main Body

Papers should consist of the following six sections: Introduction (no heading), Materials and Methods, Results, Discussion, Acknowledgments, Literature Cited, Tables (each on a separate page), Figure Legends (grouped together), Figures, Appendix. Submissions formatted as extended abstracts should follow the same sequence but should not use section headings (except for Acknowledgments and Literature Cited).

### In-text Reference

Cite references in the text in chronological order, using a semicolon to separate citations. Use et al. for three or more authors (e.g., Smith 1975; Jones and Jones 1987; Brown et al. 1990). Papers accepted for publication should be cited as Smith (in press). Unpublished manuscripts (including manuscripts submitted for publication) should be cited as Smith (unpubl. Data), and should not be placed in the Literature Cited. Be very careful that all references cited in the text (including tables and figure legends) are included in the Literature Cited.

### Literature Cited Format

The Literature Cited is one of the largest sources of errors. Please be sure that all entries in the Literature Cited are all also in the text (and vice versa), and that the format instructions below are adhered to carefully:

**Article in a Journal:** Smith A.T. 1992. Ecology of rattlesnakes in Florida. *J. Herp.* 26: 100-105.

**Book:** Smith, A.T. and J. Jones. 1995. *Physiology of Amphibians and Reptiles*. McGraw-Hill Inc., New York (page numbers not needed). Note that book titles are capitalized.

**Chapter in a Book:** Smith, A.T. 1994. Systematics of frogs and toads. In J. Black and M. Lee (eds.). *Systematics of Amphibians and Reptiles*. pp. 52-65. Univ of Kansas Press, Lawrence.

**Dissertation or Thesis:** Smith, A.T. 1991. Behavioral ecology of turtles. Unpubl. Ph.D. Diss (or Thesis). Univ. of Kansas. Lawrence. (Identify state if not obvious from the university name).

**Multiple Citations:** Multiple citations for the same author should be organized as follows: single citations first, two-author citations second (in alphabetical order), three or more authors third (in chronological order).

Smith, A.T., and B. Black. 1991. Systematics and morphology of snakes. *J. Herp.* 25:100-105.

Smith, A.T., and J. Jones. 1989. Diamondback terrapins in Louisiana. *J. Herp.* 23:234-236.

Smith, A.T., W. White, and J. Jones. 1989. Mating behavior in Gila Monsters. *J. Herp.* 23:230-234.

Smith, A.T., A. Black, and J. Jones. 1995. Temperature relationships in garter snakes. *J. Herp.* 29:30-34.

**Tables**

Tables should be double-spaced and each table should be numbered consecutively and placed on its own page. Do not use vertical lines. The legend of the table should be concise but sufficiently detailed so the table can be understood without reference to the text. Avoid footnotes whenever possible.

**Figures**

Black and white figures are recommended. Colored figures will be accepted on a case-by-case basis. Do not submit figures printed on dot matrix printer. Be sure that lettering will stand reduction to the final size (try reducing the figure on a copy machine prior to submission).

**Abbreviations**

The following common abbreviations should be used: sec min h d wk mo yr km ml L (for liter) g N x P SD SE CV df. Please note that all measurements should be in metric units.