



Scientific Publications at the Yale Peabody Museum Author Guidelines

Manuscript Submissions | Guide for Illustrative Materials

The *Bulletin of the Peabody Museum of Natural History* publishes original research based on specimens, artifacts and related materials maintained in the collections of the Yale Peabody Museum's curatorial divisions. The *Bulletin* is published twice a year, in April and October.

The *Yale University Publications in Anthropology* monograph series embodies the results of research in the general field of anthropology directly conducted or sponsored by the Yale University Department of Anthropology and the Yale Peabody Museum Division of Anthropology.

Interested authors should contact the Executive Editor before submission of manuscripts for possible publication. Address correspondence to:

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All manuscripts submissions are sent out for external peer review by one or more referees, as well as being reviewed internally at the Yale Peabody Museum by the Executive Editor in consultation with the Curatorial Editor-in-Chief and one or more members of the appropriate curatorial division; authors may recommend suitable referees. Submissions that require revision will be returned to authors with referee comments and recommendations. Substantial changes may require a new electronic files and print out (including revised figures, if any). Manuscripts may go through a single or several revision cycles; the failure of an author to make required changes can result in the rejection of the manuscript; unrequested changes without written justification may be treated as a new submission if substantial, or may result in rejection. Delays may result if materials are not in proper form. The author should keep copies of all materials submitted.

Extensive revisions other than typographical errors will not be allowed at the page proof stage of the production process unless the author is willing to cover the costs of any such revisions.

As at present there are no page charges for accepted manuscripts. The lead author receives one printed copy of the publication for each co-author for distribution. Contributors to the *Bulletin of the Peabody Museum of Natural History* also receive a free PDF file of their published paper for the personal, noncommercial use of the authors.

Manuscript Submissions

Manuscripts are always to be submitted in a standard PC or Macintosh-based word processing format. Small files may be sent as attachments to e-mail; send large files using Yale University's free file transfer facility at <http://www.yale.edu/its/email/transfer.html>.

Include all graphics files (illustrations, photographs) as separate files with initial submission, so that any resolution or compatibility issues can be assessed. See below for requirements for electronic graphics files and camera ready figures, or contact the Publications Office for guidance. The Yale Peabody Museum reserves the right to reject figures and manuscripts that do not conform to these requirements.

Manuscripts will be copyedited and formatted for publication once the review process is complete and all revisions have been incorporated by the author(s). Substantial changes may require a new electronic files (including revised figures, if any). Delays may result if materials are not in proper form.

Page proofs of the copyedited and formatted manuscript are sent to the lead author for final approval. This proof copy is for checking of printer's errors only; only trivial revisions can be made at this stage. Contributors will be charged for excessive revisions. Corrected page proofs must be returned to the Publications Office within seven days.

Titles

Titles should be short, precise and straightforwardly descriptive, succinctly conveying the manuscript's content. Include pertinent keywords that will facilitate computerized listings. Names of new taxa should not appear in the title. Abbreviations, acronyms and hyphenated terms should be avoided, and punctuation kept to a minimum. Monographs should be organized into titled chapters. Provide titles for all figures and tables in a separate file.

Abstract

An informative abstract of up to 300 words for the *Bulletin* should precede the text and conform to the requirements of BioAbstracts. In general, abbreviations, acronyms and citations should not be used in the abstract. Authors have the option of also including foreign language abstracts as appropriate.

Keywords

For *Bulletin*, following the abstract, the author(s) should provide up to 10 keywords or terms not appearing in the title, indicating the central topics of the publication, to facilitate computerized document retrieval.

Nomenclature

The first mention of an animal or plant in the text should include the full scientific name and other pertinent attribution. All generic and specific names should be italicized. Nomenclature should conform to the currently in force *International Code of Zoological Nomenclature* for zoological works and the *International Code of Botanical Nomenclature* for botanical works.

Style

The Yale Peabody Museum uses *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 7th ed. (<http://www.councilscienceeditors.org/publications/style.cfm>), as its primary style manual, along with *The Chicago Manual of Style*, 15th ed. (<http://www.chicagomanualofstyle.org/home.html>). See below for citation and reference examples. The Publications Office reserves the right to adjust style and form to meet the specifications of the Yale Peabody Museum publications.

Text

Authors should write with precision, clarity and economy, and use the active voice and first person. Main headings (for example, “Introduction,” “Materials and Methods,” “Results,” “Discussion”) and subheadings that delimit different sections within the text should be explicit, descriptive, and as short as possible; hierarchical levels should be parallel and consistent throughout the manuscript.

Abbreviations and acronyms should be avoided, unless well established and used widely in the scientific literature (for example, DNA). Less widely used acronyms and abbreviations that appear more than a few times can be used if parenthetically defined at first use. Avoid the excessive use of Latin terms.

Measurements should be given in metric (SI) units, time in terms of the 24 hour clock (0930 h, not 9:30 a.m.); temperature as 32 °C; dates as 16 February 2004. See the guidelines given in *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 7th ed. (<http://www.councilscienceeditors.org/publications/style.cfm>), for specific examples. Do not use all capital letters for titles, headings or subheadings. Italicize only as needed for content (such as species names, non-English terms), otherwise do not include underlines, bold, italic or other formatting in the text. Indicate any special characters, accents and symbols in the margins of the manuscript. Complex mathematical formulas should be provided as image files.

Captions

Captions are to provide all explanatory text for figures and tables; each should carry a short introductory phrase or a formal title; avoid titles, legends and footnotes, as well as excessive wording. All illustrations and photographs are to be called “Figures” and should be numbered consecutively using Arabic numerals. Use uppercase letters in Helvetica or Arial for labels within a figure. Tables are numbered separately from figures. Submit captions double-spaced on a clearly labeled separate electronic file (not attached to illustrations or tables), with a separate paragraph devoted to each figure or table number.

Credit for illustrations or photographs that are not your own must be provided for each figure, or listed in the acknowledgments. Provide copyright information if you are not the copyright holder, along with a written statement of permission to reproduce the material (see below). Note that it is the responsibility of the authors to make copyright holders aware that *Bulletin* articles are made available online after publication and that such permission statements should grant both print and electronic rights.

Acknowledge sources for figures based on other work with “From Smith 2001” for work substantially reprinted as first published, or with “Modified from Smith 2001” for work adapted from previously published material with changes.

Footnotes

Except in rare cases, footnotes should not be used, but incorporated into the text. If unavoidable, they should be kept to a minimum and be submitted double-spaced on in a separate electronic file.

Acknowledgments

Acknowledgment should include information on granting agencies, and on individuals and institutions that have lent or provided access to materials, specimens, financial support, field assistance or editorial review, among others. Provide grant numbers when available.

Also include here the names of illustrators and photographers of work that appears in the publication that is not by the author(s). Written permission to reproduce any copyrighted material must be submitted with the manuscript, and

proper credit included in figure captions or in the acknowledgments (see above).

Type Material and Vouchers

Whenever possible, all primary name-bearing types (such as holotypes, neotypes, lectotypes) based on Yale Peabody Museum specimens designated in the *Bulletin* scholarly publications should be deposited in the appropriate collection at the Yale Peabody Museum. Secondary types (such as paratypes) should be deposited in major institutional collections. Voucher specimens arising from the ecological or related work should be deposited in whole or major part in the appropriate collection at the Yale Peabody Museum.

Authorship

Authors named on manuscript submissions must have played a significant role in the research, writing, and in the guidance of the research being reported. Those whose role involved providing materials, specimens, financial support, field assistance or review should be recognized in the acknowledgments.

Copyright

All scholarly publications are copyrighted in the name of the Peabody Museum of Natural History, Yale University. To protect its publications and facilitate wide distribution, it is the policy of the Yale Peabody Museum to require that contributors assign their copyright interests in their work to the Yale Peabody Museum, including electronic rights, and rights in all renewals and extensions of copyright. The Yale Peabody Museum in turn grants contributors the right to re-use their work provided that all such use is for the personal noncommercial benefit of the author(s). The signed agreement must be received before publication.

Literature Cited

Citations in the text and Literature Cited reference listings for the most part follow the guidelines for the name-year system given in *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 7th ed. (<http://www.councilscienceeditors.org/publications/style.cfm>), and, secondarily, *The Chicago Manual of Style*, 15th ed. (<http://www.chicagomanualofstyle.org/home.html>).

Every citation in the text must be referenced in the reference list, including references to internet sources and databases. Provide URLs for all web references, including date of access, and availability information for hard-to-find sources. Unpublished material should be cited as (Smith, personal observation), (Smith 1999, personal communication) or (Smith, unpublished data) in the text, but not included in the references. For examples see below, or reference the *CBE Style Manual*, 7th ed.

Citation and Reference Examples

List citations in the text chronologically from earliest to latest; citations in the same year are listed alphabetically. For guidelines see the *CBE Style Manual*, 7th ed.

For citations in the text whenever the author's name appears as part of the sentence structure:

Smith (1963)
YUPA style: Jones and others (1977, 1985a, 1985b)
Bulletin style: Jones et al. (1977, 1985a, 1985b)

otherwise use the format:

Scudder 1889; Mayr 1963; Jones et al. 1985a, 1985b; Straus and Sandler 1989

For articles with multiple authors but the same year, list as many authors as necessary to distinguish the citations.

Gupta, Collinson et al. 2006
Gupta, Michels et al. 2006

Citations for specific pages and figures should use the format:

Mayr (1963:236, fig. 4) Mayr (1963, pl. 4)

Journal titles should be spelled out in full in *Bulletin* and *YUPA* reference lists. Use lowercase format for journal articles, upper/lowercase title case for book titles. In reference lists provide the names of all authors and editors (use “et al.” or “and others” for names beyond the 10th). Examples:

Journal article

Benton, M. J. and G. W. Storrs. 1994. Testing the quality of the fossil record: paleontological knowledge is improving. *Geology* 22(2):111-114.

Book

Scudder, S. H. 1889. *The Butterflies of the Eastern United States and Canada with Special Reference to New England*. Cambridge, MA: Published privately by the author. 1775 pp.

Conference

Gauthier, J. A. and K. Padian. 1985. Phylogenetic, functional, and aerodynamic analyses of the origin of birds and their flight. In: M. K. Hecht, J. H. Ostrom, G. Viohl and P. Wellnhofer, eds. *The Beginnings of Birds: Proceedings of the International Archaeopteryx Conference; 1984; Eichstätt, Germany*. Eichstätt: Freunde des Jura-Museums Eichstätt. pp. 185-197.

Contribution to a book

Benton, M. J. 1995. Late Triassic to Middle Jurassic extinctions among continental tetrapods: testing the pattern. In: N. C. Fraser and H. D. Sues, eds. *In the Shadow of the Dinosaurs: Early Mesozoic Tetrapods*. New York: Cambridge Univ. Pr. pp. 366-397.

Internet article

Jablonski, N. 2004. Putting technology to work at Koobi Fora. KFRP Field Season Dispatches [internet]. Kenya: Koobi Fora Research Project; [cited 19 April 2006]. Available from: http://www.kfrp.com/dispatches_2004/gis_jablonski/gis_jablonski.htm

Internet web page

[ePic] Electronic Plant Information Centre [internet database]. 2002. Richmond, England: Royal Botanic Gardens, Kew. [cited 28 Mar 2003]. Available from: <http://www.kew.org/epic/>

Internet database

The Tree Register [internet database]. Bedford, England: The Register. c2006. [cited 6 Apr 2006]. Available from: <http://www.tree-register.org/>

Article in a series

Gauthier, J. A. 1986. Saurischian monophyly and the origin of birds. In: K. Padian, ed. *The Origin and Evolution of Flight*. San Francisco: California Acad. Sci. pp. 1-55. (Memoirs of the California Academy of Sciences 8.)

Dissertation

Snook, L. C. 1993. Stand dynamics of mahogany (*Swietenia macrophylla* King) and associated species after fire and hurricanes in the tropical forest of the Yucatan peninsula, Mexico [dissertation]. New Haven: Yale University, School of Forestry and Environmental Studies. Available from University Microfilms Int., no. 9317535. 254 pp.

Computer program

Swofford, D. L. 1999. PAUP* (phylogenetic analysis using parsimony [*and other methods]) [computer program]. Version 4.0b2a. Sunderland, MA: Sinauer.

Newspaper articles

Wilford, J. N. 1986 Aug 14. Texas fossil may be bird's oldest ancestor. *New York Times*; Sect. A:1(col. 1).
—1998 Jan. But will it fly? [review]. *New York Times Book Review*. pp. 8-9.

Guidelines for Illustrative Materials

Figures

All illustrations and photographs are to be provided at the time of submission as electronic files, or in high quality camera ready form, and prepared to professional standards. Prepare figures at just above 1:1 reproduction size to fit the width of the publication (6 inches; 15 centimeters), but no larger than 8.5" x 11".

Figures will be evaluated for suitability for publication and a checklist of any technical improvements needed provided to the author when manuscripts are returned with reviewer comments. All final figures must be submitted with the final revised manuscript and must meet the technical requirements of this checklist. If necessary, contact the Publications Office for assistance.

All illustrations and photographs are to be called "Figures" and should be numbered consecutively using Arabic numerals. Use bold uppercase sans serif letters (Helvetica or Arial) for labels; be consistent in the use of labels throughout the manuscript. Authors may indicate the approximate desired position for figures in the text with notes in the manuscript margins, but exact placement cannot be guaranteed. Figures will be placed as close as possible to first mention as practical.

Figures (and tables) should be planned for "portrait" reproduction rather than "landscape"; no figure or table will be published larger than page size, as a tip-in, insert or fold-out. Scale bars must appear on illustrations, photographs and maps; alternatively, magnification values can be given in the accompanying caption text. Do not include the figure number or title as part of the figure itself; these should be placed in the caption, along with any definitions for any abbreviations, symbols or labels. Do not use all capital letters for headings or titles.

For further guidance on creating figures and tables, see *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 7th ed. (available from <http://www.councilscienceeditors.org/publications/style.cfm>).

Electronic Submissions

Figures should be submitted as high resolution electronic TIFF or EPS files, as follows:

For black & white halftone photographs

- Required resolution is 350 ppi
- 256 grays (8-bit grayscale TIF)
- Minimum width 6 inches (2100 pixels)

For black & white line illustrations submitted as raster images (e.g., Photoshop®)

- Required resolution is 1200 ppi
- Save as bitmapped (grayscale) TIFs (to reduce file size)
- Minimum width 6 inches (2100 pixels)

All color figures

- Required resolution is 350 ppi
- RGB 24-bit or CMYK
- Minimum width 6 inches (2100 pixels)

EPS files or the original files created in vector programs such as Adobe® Illustrator® are also acceptable (but see requirements for combination files below). Figures created from specialized software should be exported for print publication as recommended by the software maker (for example, for ArcMap® files see <http://gis.esri.com/library>

/userconf/proc05/papers/pap1101.pdf). Make any labels and icons used large enough to be readable at reproduction size.

Combination files (those that use continuous tone screens or grayscale images in combination with type or line drawings):

- Files created in Adobe® Photoshop® must have a minimum resolution of 800 ppi at 1:1 reproduction size; however, a resolution of 1200 dpi will give the best results.
- Files created in Adobe® Illustrator® that include halftone images must have all images embedded (not linked); these placed images must also follow the resolution requirements above to ensure quality reproduction. All fonts must be converted to outlines.

Charts and illustrations created in Microsoft Excel® and other Microsoft Office® programs are unusable and will NOT be accepted. Do not submit final images as a figure placed into a Microsoft document.

Authors who supply their own digital files are responsible for providing images with resolution of acceptable quality. Only high resolution images will produce high quality print reproductions. Photographs from digital cameras should be taken at the highest resolution setting and size available. Submit original camera images; do not resave them in a compressed format (such as JPG). Contact the Publications Office with any questions.

Camera Ready Submissions

Photographs should be provided as high quality black and white prints. Illustrations may be submitted as professional quality pen and ink originals or as high quality black and white copies. Alternatively, line art, such as charts, may be submitted as laser copies if printed at 600 dpi or higher on good quality glossy paper.

Material should be mounted, but not permanently, and protected with a cover sheet. Do not write on the back or front of illustrations or photographs. Provide author name(s), figure number, orientation information and special instructions as necessary on a tissue overlay only. Oversized figures should be photographically reduced before submission, or provided as electronic files.

Original materials for figures will be returned to the author(s) on publication on request.

Tables

Submit tables as separate electronic tab-delimited word processing files. Tabular material should be typed separately, one to a page, placed following the main text and numbered consecutively using Arabic numerals. As with figures, indicate the approximate desired position in the text with marginal notes. Do not use vertical lines or vertical writing, or all capital letters. Do not submit tables as image files.

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