

The Journal of the North Carolina Academy of Science publishes papers in all disciplines of science and mathematics. Short Notes and regular length articles reporting original research are appropriate for JNCAS. Manuscripts submitted for publication must not have been published previously nor submitted currently to any other journal. Manuscripts will be reviewed by at least two referees.

## Manuscript submission

All manuscripts must be submitted electronically through the Allen Press PeerTrack™ system at: [www.editorialmanager.com/jncas/](http://www.editorialmanager.com/jncas/) . Manuscripts will no longer be accepted as hard copies or email attachments.

## Manuscript preparation

### 1. Format

Save the manuscript as a file in MS Word, WordPerfect, or Rich Text format. Do not submit the manuscript as a PDF file (Adobe). Font size should be 12:Times New Roman, double-spaced. Allen Press PeerTrack™ will assemble individual parts of the manuscript as a single PDF file.

### 2. Organization

Manuscripts should consist of the following parts (organized in this sequence): title and authors; abstract and key words; body text, acknowledgments, and literature cited; figure captions; figures; and tables. Use one-inch margins. It is not necessary to paginate your document nor to number the lines as Allen Press PeerTrack™ does this automatically.

### 3. Title page

Center the title and type it in all caps, except for generic and specific names, which should be italicized and in caps and lower case. Make the title brief but descriptive, as each line is limited to 40 characters. Omit the names of authors of taxa. Do not abbreviate.

Insert one blank line below the title, and on the next line, give the name (first, then last name) of all authors in caps. Insert the word "and" before the last author's name. Insert one blank line below the author names, and on the next line, give the authors' institutional addresses. Include the department and university (or equivalent for non-academic positions), city, state, and zip code in italics. Insert a blank line between addresses. Include the name and complete address (including phone number and email address) of the corresponding author. Use numerical superscripts to match authors with their institutions. Refer to recent issues of JNCAS for the proper style.

### 4. Abstract and key words

The abstract should present the salient points of the article and should stand on its own without reference to the text. Include three or four key words at the end of the abstract. The key words will be used as an aid to abstracting journals and information retrieval systems. Place a line between the key words and beginning of text.

## 5. Text

Give each major portion of the text, including the introduction, methods, results, discussion, etc., a heading that is centered and typed in all caps. Do not place a comma between author and year: (Smith 2003) not (Smith, 2003). Do not start a sentence with a preposition. Do not use "due to" as it is bad English; instead use "because of." Discussion and Results may be combined in one headed section when appropriate.

Handle scientific names according to the current international rules of nomenclature within your specific discipline. If a common name is used, give the Latin name in parentheses the first time the common name is used.

Avoid use of footnotes.

Special symbols (e.g. male or female sign) should be avoided due to conversion problems when read on PC versus Mac.

## 6. Acknowledgments

Keep acknowledgments short and place them at the end of the text. Do not acknowledge authors. The only acknowledgments acceptable in the form of a footnote to the title are those required in that form by institutions and granting agencies.

## 7. Figure captions

Put captions for all figures onto one page if possible. Identify each with "FIG." and an Arabic numeral, followed by a title describing the figure. This should be followed by several sentences giving essential details and explaining symbols used in illustration. Figure captions should be submitted as a separate MSWord file.

## 8. Figures

Save figures (including images) in EPS, JPG, PDF, or TIFF formats. Figures must have a resolution of 300 dots per square inch (dpi). The maximum printed size for a full-page figure is 12.7 cm (5 in) by 20.3 cm (8 in). Group figures in ways that make efficient use of space. If figures require a scale, preferable forms are a bar, with designated size under bar, drawn on a line drawing or affixed to a photograph, or a recognizable object included in a photograph. All figure labeling should be completed before the figures are submitted for review. Charges incurred because of author changes to figures will be billed to the author.

## 9. Tables

Keep tables to a minimum. Do not include raw data. Number tables consecutively with Arabic numerals separate from the figures. Above each table type the word "Table," plus the appropriate number and brief, but descriptive, title. Do not insert vertical lines on tables. Use footnotes only if absolutely necessary and put them in the form of superscript letters. Use only one line at top and end of table, others where necessary, no vertical footnotes.

## 10. Literature cited

Arrange references alphabetically in the Literature Cited section. Author names are all capitalized. Literature should be arranged by author's last name and date. See the examples below and refer to recent issues of JNCAS for other examples.

*Examples:*

*Journals in print:*

SCHWARTZ, F. J., J. PURIFOY, G. SAFRIT, AND R. CHURCHHILL. 2010. Variations in shark long-line catches 1972-2008: Real or climatically inferred? *J. No. Car. Acad. Sci.* 126(1): 28-30

*Internet sources (other than journals):*

NOAA (NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION). 2013. 1981-2010 Normals data access. NOAA, National Climatic Data Center, Washington, D.C. Available from <http://www.ncdc.noaa.gov/land-based-station-data/climate-normals/1981-2010-normals-data>. (accessed May 2013)

*Online journals (access dates are not required):*

*Lacking a Digital Object Identifier (DOI):*

LUBERTAZZI, D., AND W. R. TSCHINKEL. 2003. Ant community change across a ground vegetation gradient in north Florida's longleaf pine flatwoods. *J. Insect Sci.* 3:<http://www.insectscience.org/3.21/>

*Having a Digital Object Identifier (DOI):*

HAIRE, S. L., K. MCGARIGAL, AND C. MILLER. 2013. Wilderness shapes contemporary fire size distributions across landscapes of the western United States. *Ecosphere* 4:15. <http://dx.doi.org/10.1890/ES12-00257.1>

## Short notes

Typescripts less than four pages can be published as Notes. They should follow the same format as regular length articles, but without an abstract or headings other than Literature Cited. Keywords are placed between the title and the first line of text.

## Page charges

Charges are \$26.25 per printed page (25% discount) for members of the Academy and \$35 per printed page for nonmembers. Additional author charges apply to color figures, at \$75 per color Figure. Author changes to proofs will be charged \$4 per change. Publishing charges are due at the time of proof approval. Please pay promptly.

## Manuscript review process

The review process is handled online through Allen Press PeerTrack™. Any manuscript submitted for publication is first examined by our Managing Editor. The Managing Editor will determine whether the manuscript has merit and matches the focus of the Journal. The Managing Editor will assign the manuscript to the appropriate content Associate Editor. The Associate Editor will select two reviewers to examine promising manuscripts. Authors can recommend reviewers or ask to exclude possible reviewers at the time of submission. Reviewers will comment on the manuscript's quality, content, methodology, and results. Reviewers will recommend revisions and suggest whether or not a manuscript should be accepted for publication. The final decision, however, to accept or reject a manuscript rests with the Managing Editor. The Managing Editor will notify the corresponding author within 60 days of assignment to an Associate Editor regarding the status of the manuscript: 1) accepted, 2) accepted after minor revisions, 3) accepted after major revisions, or 4) rejected. Authors will have three months to resubmit manuscripts requiring revisions. Manuscripts received after this time will be considered new submissions and will incur additional charges. Proof approval of accepted manuscripts must be returned within 72 hours.

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