

A BRIEF GUIDE TO AUTHORS

Updated 12/06

This guide is intended for those not accustomed to using a “Guide to Authors”, as provided by more formal periodicals. Historically about 5% of *D&C* authors get this correct. Help me out folks <grin>!

As always, typical Drum & Croaker articles are not peer reviewed and content will not be edited, other than to correct obvious errors or to modify incorrect formatting. Other types of contributions (announcements, etc.) may be edited to meet space limitations. **The approximate deadline for submissions is December 1st**. As has always been the case, materials in *Drum and Croaker* may be reproduced unless otherwise specified. Please credit *Drum and Croaker* and the contributor. I assume that all submissions have been approved by all original authors or co-authors (as well as editors and publishers, if applicable). They also must have successfully completed any internal approval process required by your institution.

Submit articles via email as a Microsoft Word document (or a file that can be opened in Word). When inserting images, please note the file size rules below. I attempt to keep the overall file size of each issue to a minimum so the PDF created for each issue can be opened with ease by those using a dial-up connection. I can also accept files on CD or 3.5” floppy diskette if e-mail isn’t available. **My E-mail address is petemohan@aol.com**. Disks can be sent directly to: Pete Mohan, 5802 Thorndale Drive, Kent, OH 44240.

All articles should adhere to the following basic format. Use Times New Roman 12 point font throughout (except figure and table legends as noted below). **Format the title section with the line spacing set on 1.5 lines and using centered, boldface font. Only the title should be CAPITALIZED (except italicized scientific names)**. Double-space after your “institution name” to begin the body of your text. It should look like this:

USE OF DUCT TAPE IN THE HUSBANDRY OF *Genus species* AT FISHLAND

Jill Fishhead, Senior Aquarist jfishhead@fishstinking.com

Fishland of South Dakota, 1 Stinking Desert Highway, Badlands, SD, USA

Text Format

Headings and text should look like this. Use single spacing with 1” margins on ALL sides. Contributors from outside of North America should convert their A4 documents to 8.5 x 11 inches to prevent reformatting on this end. Please indent 0.5 inch (1.3 cm) at the beginning of each paragraph and leave a space between paragraphs. Justify the text (see toolbar options and note how pretty the right margin of this paragraph lines up!). Section headings should be in bold (as above) at the left margin.

Figure 1: Legends should appear in this format in 10 point font, aligned with the sides of the image or figure. Photographs should be pasted into the document by the author. All photos **MUST** be formatted as low resolution files, no ‘larger’ than approximately 300 – 500 KB. I may reduce the size (appearance on the page) of figures and photographs to

save space. Photos, tables, and figures not referred to in the text may be omitted for the same reason.

Short contributions (“Ichthyological Notes”): These include any articles, observations, or points of interest that are about a page or less in length. A brief bold faced and capitalized title should be centered, the body text should be formatted as above, and author and affiliation should be placed at the end of the piece with the left end of each bolded line right of the center of the page. Reformatting that must be done by the editor may reduce a shorter “main” article to a note, or may bump a note up to main article status.

Reviews, abstracts, translations (with proper permissions) and bibliographies are welcome. Humor, apocrypha, and serious technical articles are equally appreciated.