

PROCEEDINGS OF THE BIOLOGICAL SOCIETY OF WASHINGTON

Author Instructions

I. GENERAL INSTRUCTIONS

- Type manuscripts on 8 1/2" x 11" paper
DOUBLE-SPACED THROUGHOUT, including
Tables, Figure legends & Literature Cited.
- Leave at least a **1.5" margin on all sides**. Avoid
hyphens or dashes at ends of lines; do not divide
a word at the end of a line.
- Use the same standard type size and appearance
throughout (12 pt).
- **DO NOT USE PROPORTIONAL SPACING
OR JUSTIFIED RIGHT MARGIN**
- *Italicize* scientific names, but do not italicize
common Latin words or phrases (e.g., et al., i.e.,
sensu, etc.)
- Cite each figure and table in the text. Organize
Figures and Tables, as far as possible, so that
they are cited in numerical order.
- Use "Figure" only to start a sentence; otherwise
"Fig." if singular (e.g., Fig. 1; Fig. 2A,B), "Figs."
if plural (e.g., Figs. 5, 6; Figs. 4-1; Figs. 1A, 2B)
- Write out other abbreviations first time used in
the text; abbreviate thereafter. "Transmission
electron microscope (TEM) was used ..."
- Numbers: Write out one to ten unless a
measurement (e.g., four petals, 3 mm, 35 sites, 6
yr). Use 1000 instead of 1,000; 0.13 instead of
.13; "%" instead of "per cent."
- Measurements: include a space between the
quantity and the metric (e.g., 4 mm)
- Dates: Write dates as day month year (e.g., 24
April 1999) in the Methods section. In specimens
examined section (e.g., in taxonomic accounts)
abbreviate the month to a 3-letter code (e.g., 24
Apr 1999)
- Each reference cited in text must be listed in the
Literature Cited section, and vice versa. Double
check for spelling and details of publication.

Informational references

- One author - Jones 1990 or Jones (1990)
- Two authors - Jones & Jackson 1990 or
Jones & Jackson (1990)
- More than two authors - Jones et al. 1990 or
Jones et al. (1990) **BUT INCLUDE ALL**

AUTHORS IN THE LITERATURE CITED SECTION.

- Manuscripts accepted for publication but not
yet published - Jones & Smith 1992 or Jones
& Smith (1992) (year expected to be
published)
- Unpublished materials - J. Jones, pers.
comm.; or S. Jones, in litt. Unpublished data
or manuscripts cannot be referenced in any
context (except theses & dissertations).
- Multiple author citations, order
chronologically and then alphabetically if in
same year. – Jones 1961, 1963; Hennings &
Hoffmann 1977, Phillips 1978. For multiple
citations with different authors, separate as
shown here. In text citations of three or
more authors, in the same year and same
first author, cite all authors.

Citations of author(s) of zoological scientific names:

- Follow instructions given under Methods;
except note that these citations always have
a comma following authors) name(s), as:
Family Caryophyllidae Dana, 1846;
Didelphys microcarsus Wagner,
1842:359; and, *Themisce dyscrita* (Fisher,
1952). **Note the use of a comma after the
author's name.** *The authority citation, i.e.,
author & year need not be included in the
Literature Cited unless other information
about the species is referenced from the
publication.*

General Manuscript Order:

- Title, Author(s), Author(s) ' Address(es),
Abstract, Text, Acknowledgments,
Literature Cited, Appendix, Figure
Legends, Figure copies (each numbered and
identified), Tables (each table numbered
with an Arabic numeral and with heading
provided). Number every page including
Literature Cited, figure legends, and tables.
Any appendices should appear after
Literature Cited.

Details of Manuscript Order:

First Page:

- Upper left - Name, address, telephone
number, and e-mail address of the author to
whom all the correspondence, including
page proofs, is to be sent. (Note to foreign
authors: this is the place to indicate the name
and address of the person in the U.S.A. who
will read proof and order reprints).

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- Center title (three lines below address) and italicize scientific names. Include phylum, class, order, and family names (separated by colons and a space) (e.g., Crustacea: Copepoda: Caligidae). Title must **NOT** be in ALL CAPS, rather, capitalize only those words that must be capitalized, i.e., proper names, genus, family, etc.
- Below title include the author(s) ' name(s), centered.
- Below author(s) ' name(s), include author(s)' address(es), centered. Use author(s) ' initials in parentheses, in front of each address.
- Abstract: Must be one paragraph and started as a normal paragraph indent as: Abstract.--- (this is a secondary heading, see below)
- Do not cite references or use abbreviations in the abstract.
- Be concise; include brief statements about the paper's intent, materials and methods, results, and significance of findings, and include all new taxa.

REMAINING PAGES – TEXT

- Do not use “Introduction” as a heading
- Primary headings are centered and include the following: Materials and Methods, Results, Systematics if necessary (taxonomic placement (phylum, class, etc), figure and table references, Conclusions, Acknowledgements, Literature Cited.
- Secondary headings are indented from left margin, italicized, and followed by a period and three dashes. For example:
Collection site.---
- Tertiary headings, if needed, are indented from the left margin, Roman type, and ending with a colon. For example:
I. Intertidal:
II. Subtidal:

BOTANICAL AND ZOOLOGICAL NOMENCLATURE

- Authors must follow the guidelines set forth by the International Code for Zoological Nomenclature (ICZN) or the International Code of Nomenclature for algae, fungi, and plants (ICN).
- Each species name should be followed by the author(s), year upon first use.
- Newly proposed species names need only be followed by the appropriate abbreviation in the abstract and systematics header i.e., n. sp., sp. nov., new species, etc. This designation should be consistent throughout

the manuscript and does not need to be used in any discussion.

- All works citing new species should be referenced in ZooBank (Zoobank.org), but only after the manuscript has been accepted for publication. A Life Science Identifier (LSID) will be provided by Zoobank upon registration. The LSID should be placed in the **methods section** of a manuscript with the following format: “This work has been registered in ZooBank with the registration number [LSID].”

TABLES

- Each table must start on a separate sheet, **double-spaced**. The Table number should be in Arabic followed by a period and three dashes. Capitalize first word of title, all others lowercase unless a proper noun or appropriate scientific name. Taxonomic scientific names should be italicized.
- Do not use reduced type size, use same size type as in text.
- Indicate footnotes by lowercase superscript letters (a, b, c, etc.)

PREPARATION OF FIGURES

- Figures are color (CMYK) or black and white half-tones (photographs), drawings, or graphs.
- Reproduction in PBSW is virtually identical to what is submitted, thus you must prepare illustrations using professional standards. Flaws will not be corrected. Consult issues of PBSW for examples.
- Length for figures as published is up to a maximum of 8" (including figure caption).
- Only two figure widths are possible:
A. 1-column = 2.5" x 8"
B. Full-8age = 5.5" x 8"
- Several photographs or drawing may be grouped together in a single figure (plate). Do not mix photographs and drawings.
- Each photo or illustration grouped in and considered a single figure should be identified with capital letters (A,B,C), not numbers.
- Scale bars should be added to all photos or illustrations where appropriate. Actual dimensions may be added to the figure caption.
- Color figures should be submitted with a minimum resolution of 300 DPI, with grey

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scale figures submitted at a minimum of 500 DPI. Line drawings (including maps and graphs) should be at 1100 DPI. TIF formats are preferred.

FIGURE LEGENDS

- Double space legends and group them according to figure arrangements.
- If symbols are included in figures, please add a list of abbreviations. For example: C, cell; N, nucleus, etc.

EXAMPLES OF LITERATURE CITED (double spaced)

ONE AUTHOR

Carlgren, O. 1943. East-asiatic Corallimorpharia and Actiniaria. Kungliga Svenska Vetenskapsakademiens Handlingar series 3 20(6):1--43.

TWO AUTHORS

Comita, G. W., & S. J. McNett. 1976. The postembryonic developmental instars of *Diaptomus oregonensis* Lilljebord, 1889 (Copepoda). Crustaceana 30:123--166.

MORE THAN ONE AUTHOR (WITH REPEATED PRIMARY AUTHOR, E.G., FAUTIN)

Fautin, D., S. H. Tan, & R. Tan. 2009. Sea anemones (Cnidaria: Actiniaria) of Singapore. Abundant and well-known shallow-water species. Raffles Bulletin of Zoology 22:121--143.

WEBSITE ADDRESS

Fautin, D. G. 2013. Hexacorallians of the World.
<http://geoportal.kgs.ku.edu/hexacoral/anemone2/index.cfm>. (last accessed on [date here])

BOOK CHAPTER

Wilson, M. S. 1959. Calanoida. Pp. 738--994 in W. T. Edmonson, ed., H. B. Ward & G.C. Whipple, Fresh-water Biology, Second Edition. John Wiley & Sons, Inc. New York, New York, 1248 pp.

BOOK

Humason, G. L. 1967. Animal tissue techniques, second edition. W. H. Freeman and Company, San Francisco and London, 569 pp.

International Commission on Zoological Nomenclature, 1999. International Code of Zoological Nomenclature, 4th edition. International Trust for Zoological Nomenclature, London, 289 pp.