

COLLECTION FORUM



SPNHC

ADVANCING COLLECTIONS CARE

Instructions for Authors

Please contact the Managing Editor at editor@spnhc.org for online submission questions. The name of the current managing editor can be found at <http://www.spnhc.org> under the Governance tab.

Editorial Policy

Articles for Collection Forum may include original contributions to the literature or significant review articles dealing with the development and preservation of natural history collections. Contributions may include, but are not restricted to, reports of research and methodologies for the collection, preparation, conservation, storage, and documentation of specimens, and discussion of some philosophical, theoretical, and historical aspects of natural history collection management. Case studies that serve to document or augment a philosophy, methodology, or research activity will be considered, but general descriptions of a specific collection or institution are not accepted.

Types of Contributions

Book reviews: up to 4 manuscript pages

Review articles: up to 15 manuscript pages

Articles: up to 50 manuscript pages

Please allow approximately 3.5 manuscript pages for each published page.

General Submission Requirements

Submitted manuscripts should include in the following order:

- Title page with name, email address, telephone, and mailing address for corresponding author, and names, affiliations and addresses of co-authors
- Abstract page with manuscript title
- Main text body with manuscript title
- Literature Cited
- Tables (as separate Word or multiple sheet Excel documents, labeled Table_#)
- Figure captions
- Figures (as separate, individual jpg, tiffs, Word docs, labeled Figure_#)
- Appendices (as a separate Word document)

General formatting:

- Double-spaced entire manuscript including tables, figure captions, appendices
- Page numbers from title page to appendix
- Continuous line-numbering (in each document separately, if necessary)
- Standard 12 point font for text (Arial, Courier, Helvetica, Times New Roman)
- Arial font only for figures (12 point)
- Cite figures and tables in consecutive order within the text.
- Do not right-justified text; do not hyphenate words at right margin; do not use footnotes.

Other Specific Formatting:

Language: English is the preferred language. However, a summary in another language may precede the reference list, if appropriate. Manuscripts written in other languages may be considered at the discretion of the Managing Editor if the language uses the Roman alphabet, an English summary is provided, and reviewers are available for the language in question.

Style and Abbreviations: Symbols, units, and nomenclature should conform to international usage. Cite all references in the text in parentheses by author and date, not separated by a comma, in the order of author name, separated by semi-colon. For example, (Deer et al. 1992; Fraser & Freihofner 1971; Mahoney 1973; Taylor 1967).

Abstract: The abstract should be self-explanatory and summarize clearly goal, methods, findings, and implications of the manuscript. The abstract is limited to 200 words.

Literature Cited: Literature cited includes only references cited in the manuscript. List references alphabetically by author names in the following respective formats:

Brokerhof, A.W., R. Morton, and H.J. Banks. 1993. Time-mortality relationships for different species and development stages of clothes moths (Lepidoptera: Tineidae), exposed to cold. *Journal of Stored Products Research* 29(3): 277-282.

Jones, E.M. and R.D. Owen. 1987. Fluid preservation of specimens. Pp. 51-64 in *Mammal Collection Management* (H.H. Genoways, C. Jones, and O.L. Rossolimo, eds.). Texas Tech University Press, Lubbock, Texas. 219 pp.

Thomson, G. 1986. *The Museum Environment*, 2nd ed. Butterworth's, London, England. 293 pp.

References to Internet sites should be formatted as:

ICOM International Committee for the Training of Personnel. 2000. ICOM Curricula Guidelines for Museum Professional Training. [http://museumstudies.si.edu/ICOM ICTOP](http://museumstudies.si.edu/ICOM%20ICTOP) (15 July 2002). [the closing date of the reference is the date information was retrieved]

Tables: Tables should not repeat data contained in the text. Tables should be in Word or Excel documents and each table should given its own page. Number each table with Arabic numerals and include a concise self-explanatory legend. Each table should be referred to in the text. Column headings and descriptive matter in tables should be brief. Vertical rules (lines) should not be used. Horizontal lines should be used only to block headers and the bottom of the last row of the table.

Figures: Figures should not repeat data contained in the text. Figures may be .jpg, .tiff, .psd, .ai or Word formats. Figures will not be recreated by editorial staff and so must be of professional quality. Figures may include line drawings, graphs, or black and white photographs. **Color images will be printed as grayscale images unless indicated otherwise by author. Authors requesting color figures in the printed volume may be invoiced.** Please contact the Managing Editor for pricing. All figures should be cropped of all excess white space. When appropriate, separate graphs may be combined to create a single figure with each graph identify by a bold alphabetic character to conserve space. Photographs should show only essential features. Number all figures with Arabic numerals and referred to the figure in the text. Magnification scale should be indicated in the figure by a scale bar, not in

the caption alone. Figures should be a maximum of five inches (12.5 cm) by 8 inches (20 cm). Portrait orientation is preferred. Line art must be provided at 1200 dpi and black/white in vector format (Adobe Illustrator). Grayscale and color figures must be 300-450 dpi. Figure font should be Arial.

Manuscript evaluation: Reviewers are asked to consider the points below when evaluating manuscripts. Authors should use these points as guidelines.

1. Is the content appropriate to the purpose of the journal and Society?
2. Does the title reflect the thrust and limitations of the paper?
3. Are the contents clearly and logically presented and the paper well organized?
4. Does the paper contribute to the body of knowledge and literature?
5. Is the study integrated with existing knowledge and literature? Is the literature cited appropriate for the study?
6. Are the tables and figures clearly presented? Are they necessary to support the text?
7. If the paper presents research: Is the methodology technically and logically sound?
8. Are the conclusions supported by sufficient data?

Manuscripts should be accompanied by a cover letter that includes suggested potential reviewers and submitted electronically to editor@spnhc.org. Incomplete manuscripts (e.g., missing catalog numbers, figures, appendices, etc.) will be returned without review.

Although there is no formal deadline, to be insured that your manuscript will be considered for publication in the next volume of Collection Forum, manuscripts should be submitted by August 15.

Please contact CoFo Managing Editor at editor@spnhc.org with questions.