

## Communication Services and Information Technology University of California, Division of Agriculture and Natural Resources

### Guidelines for Authors

The following guidelines will help you prepare your manuscript (MS) for submission to Communication Services (CS). The contact person at CS for questions relating to these guidelines is Steve Barnett ([swbarnett@ucdavis.edu](mailto:swbarnett@ucdavis.edu), [530] 754-3929).

#### Peer Review

All manuscripts must pass peer review before being submitted to CS for production. For information on the peer review process, consult with a [CS Associate Editor \(AE\)](#) or see the CS website under [Publication Production](#).

Please provide your [CS Associate Editor](#) with five (5) copies of the manuscript to be sent to peer reviewers. If your MS is very large and this amount of copying presents a problem, discuss it with your Associate Editor. The Associate Editor will submit your MS to Communication Services along with a completed submittal form (MF-21) after the peer review process is complete and the Associate Editor has accepted the project. Please note that in some instances, the Associate Editor may ask you to submit your final MS directly to CS.

#### Final Submission to Associate Editors

When you submit your final approved MS to the Associate Editor for transmittal to Communication Services, you should submit

- one printed copy of the manuscript (MS)
- the computer files of the MS (on a disk or disks for PC or Macintosh)
- **original** slides, digital photographs, and line art (your Associate Editor may want you to send the original art directly to CS). If the original slides, digital photographs, or art are not yet available, submit the captions with a description of each item (color slide, TIFF image, line art, etc.). For more information, see the section on Photographs, below. If your artwork is incomplete or if you have any questions about submitting your artwork, please contact Communication Services.

#### Manuscript Format

The MS printout should be double-spaced and have 1-inch margins on all sides. Most MSS will be edited on a computer using Microsoft Word's revision marking feature. CS can accept MSS in a variety of word processing programs; please check with CS if you have questions about whether we can accept your word processing software.

**Electronic Submission of Text Files.** Instead of sending the MS files to CS on a disk, the Associate Editor may ask you to send them electronically via ANR FileVault. The FileVault has the capacity to transfer larger files than can be sent as email attachments, so it is a good option for charts, graphs, digital photographs, or very large text files.

#### Order of Elements in the MS

Material in the MS should be presented in the following order:

**Title.** Publication titles should be brief but should reflect important aspects of the publication and contain appropriate key words. Be aware that your title may be revised somewhat in editing.

**Author Identification.** Fully identify all authors. Give the person's full name, current ANR personnel title, department, and work location or campus.

**Table of Contents.** A complete table of contents that includes all subsections and subheads in the text is necessary for all publications except for those in the 7000 series. In its final, published version, the table of contents may not include every level of subheads. Communication Services may choose to omit the table of contents from shorter publications.

**Trade Name Disclaimer.** If the manuscript mentions registered trade names of products, do not use the "registered" symbol in the text. Instead, add this standard disclaimer after the table of contents: "To simplify information, trade names of products have been used. No endorsement of named products is intended, nor is criticism implied of similar products that are not mentioned."

**Text.** Present your subject matter in the form and order that will most clearly accomplish the objectives of the publication. Three descending levels of heads are generally sufficient; preparing a table of contents is invaluable in helping you establish the hierarchy of heads in the MS. For information on the style used in most CS publications, please refer to the [ANR Communication Services Style Guide](#).

**Citations.** The source of any material that is not created by the author must be cited in the text (see also Permissions, below). We prefer the author-date method of citation, as opposed to endnotes or footnotes. For more information on the style of citations, please refer to the [ANR Communication Services Style Guide](#).

**References.** List all sources cited, in alphabetical order, in a "References" or "Bibliography" section. For more information on our standard style for the references section, please refer to the [ANR Communication Services Style Guide](#).

## Permissions

Authors must obtain written permission to publish lengthy quotations, figures, or tables that have been created by or published by someone else. Copies of the written permissions should be provided when the manuscript is submitted. These permissions are required by federal law, and violations can have serious consequences for authors and publishers alike. At the same time, it is neither necessary nor wise to request permission when none is needed. Authors should have a general understanding of what needs permission and what does not. If you have any questions about permissions, please contact Communication Services.

CS will not publish a figure or table that needs a permission if we do not have on file a copy of that permission.

Most figures, including artwork, graphs, etc., originally published by someone else need permission. Figures that do not need permission include those that

- are taken from ANR publications or supplied by ANR staff
- must be completely redrawn
- were originally published by any branch or agency of the US government (state government publications generally need permissions)
- were taken from works published before 1924

For tables, authors need written permission to publish someone else's published or unpublished data. A table for which the data comes directly from a single source and in which the arrangement of data has not been altered must have a permission. If the arrangement been modified, reorganized into different columns,

re-totaled, augmented, annotated, or otherwise changed, no permission is generally needed. A table for which the data has been compiled from two or more sources does not need a permission. As with figures, tables originally published in ANR publications, by the US government, or before 1924 do not need permission.

It is important to distinguish obtaining permission from citing a source. Sources must be cited for everything—a quotation, table, or figure—that was not created by the author. Failure to cite a source is plagiarism, a violation of the most basic publishing ethic. Even tables or figures that do not need a permission do need a source if they are not the author's own work.

## Tables and Figures

Tables and figures should be removed from the text and collected at the end of the MS printout (or at the end of each chapter if the chapters have different authors). In electronic form, each table should be a separate computer document. All tables and figures should be referenced in the manuscript. If you wish to re-use an illustration from a previously published source, tell us specifically in what publication and on what page can the image be found. Keep in mind that CS can only "pick up" illustrations from publications that have been published by ANR. Look for an ANR reference number on the publication to be sure, before you assume an illustration can be picked up.

**Tables.** Tables should support principal points and provide essential data that cannot be presented in text or graphs. Tables should be understandable when considered apart from the text. Data should not be put in a table if they can be explained adequately in a few sentences of text. If the MS has more than one table, number the tables and refer to them consecutively in the order they are first referenced in text. For more information on the style used in tables, refer to the [ANR Communication Services Style Guide](#).

Type tables separately from the text and in put each in a separate computer document. Place each table printout on a separate page or pages. When assembling the MS printout, put the tables after the text. Numbered table titles should be typed together on a numbered page or pages at the end of the manuscript printout. We prefer that tables be submitted in Microsoft Word's table format, as opposed to tab-delimited or comma-separated formats or spreadsheet documents. Consider the size and proportion of the printed page when composing a table. Consult an editor at CS if you feel you need further guidance.

In research reports, suitable statistical statements on estimated reliability or significant differences should be included when quantitative data are shown in tables. Do not use ditto marks in tables.

**Figures.** The term "figure" includes original photographs, drawings, charts, graphs, maps, and other illustrations that support the text. Before submitting your MS to the Associate Editor, consult with Communication Services to determine the best way to submit originals of your figures.

Figures should be used to establish principal—not minor—points in the publication. Provide captions (the title of the figure) and legends (explanatory material in the figure, such as callouts in an illustration) for each figure. Each caption should be descriptive enough so that a reader can understand the figure without reading the publication's text. Numbered figure captions should be typed together on a numbered page or pages and should follow the table titles at the end of the manuscript printout.

Authors should provide the relevant data points for each chart or graph to ensure that the computer-generated version will be accurate. In some cases, an Excel spreadsheet of the data may be helpful to the editor and designer. On each graph, indicate units of measure along the ordinate and abscissa.

If you are submitting hard-copy originals of illustrations or graphs, number each illustration or graph on a piece of paper taped to the back of the figure (please do not use glue or paper clips), place the figures in an envelope with a cardboard stiffener, and include the envelope at the end of the manuscript printout.

## Photographs

Many advances have been made recently in the process of preparing photographs for publication. Today, the prepress work for photographs in most of our publications is done in-house on a computer. Consult with CS about your photographs early, preferably while you are writing your publication. CS photographers can help you with your own photographs or shoot high-quality photographs for you. Poor-quality photos may not be acceptable for publication. If you do not submit all of your photographs with the manuscript, please include the captions; also include a description of each item (color slide, digital TIFF image, etc.) if applicable.

**Digital Files.** The total number of pixels determines the largest-sized print a digital file can produce. It is always preferable to have as many pixels as possible. Ideally, image files for publication will be of the largest size and highest quality the particular camera can produce. This allows the most flexibility in image manipulation and cropping. The image size should be at least 1200 pixels x 1600 pixels (2 megapixels, or MP) to produce an uncropped 4 x 5 print.

The in-camera file format you will want to select is an uncompressed format. RAW is best, TIFF is acceptable. JPEG is a compressed format, and is often unacceptable. If JPEG is the top format the camera produces, however, the quality setting (compression) should be set at Superfine or Fine, but depending on the quality of the camera, JPEG may not be acceptable at all. Only submit unaltered digital files. Do not submit files that have been manipulated in any way, including cropping, rotation, color correction, sharpening, or resizing. You may submit a manipulated JPEG copy of the image as an example or cropping suggestion for the photographer to use in processing the original file. Make sure the original and the example JPEG copy have the same or similar file names. If you have a large number of digital image files to submit, you may want to submit them on a portable hard drive, CD, or DVD. The photographer may be able to make arrangements for you to use FTP to electronically submit many large files. You can also use the [ANR FileVault](#) available through your [ANR Portal page](#).

**Color Slides or Prints.** For four-color reproduction, please provide original (not duplicate) slides. Correct exposure and sharp focus are critical. High-quality reproductions can be obtained from low-speed (ISO 50-100) color slide films. If you have original slides, do not scan them yourself to get them into a digital format for publication. Our scanning equipment will provide the best quality scan for publication work.

You may indicate a particular area of a photo print that is most desirable for publication, but do so with Post-It notes. Do not write on or physically cut any photograph or slide. Write any instructions on a separate piece of paper and tape it to the back of the photo or the slide envelope—do not use paper clips or staples. Photos should be numbered consecutively as they are referenced in the text, with indications of where they are to appear in the text. Hard-copy photos and slides should be enclosed in an envelope with the other hard-copy figures. Photo captions should be typed with the other figure captions.

As with illustrations, if you wish to reuse a photo from a previously published source, tell us specifically in what publication and on what page the image can be found. CS can only "pick up" images from publications that have been produced by ANR. Look for an ANR reference number on the publication to be sure before you assume the photo can be picked up. When a photo is picked up from an older (pre-1993) publication, we can only reproduce it in the size in which it first appeared, or smaller. Authors are urged to make use of the photography services available through CS to re-shoot these older images.

**Black and White.** Black-and-white photographs should be submitted in original digital for or as prints on glossy or semi-matte paper. The preferred minimum size for a print is 5 by 7 inches. Focus must be sharp with crisp details. The subject must stand out clearly against its background; avoid dappled light.