UC ANR PUBLICATIONS
INSTRUCTIONS TO AUTHORS FOR SUBMITTING MANUSCRIPTS
Updated September 2019

This section outlines the elements of manuscripts submitted for production. Authors should arrange the elements in the order presented.

Online Publications (8000 Series)

Title. Our online catalog software limits the length of titles to 80 characters (letters, punctuation, spaces, etc.); we cannot accommodate titles longer than this. If possible, begin the title with keywords, since titles are listed alphabetically in our online catalog.

Authors and Affiliations. Give the full name of each author as it should appear in the final publication. Include the author's affiliation after the name (do not place in footnotes). Give the author's affiliation at the time of submission, not the affiliation at the time of writing. Do not include academic degrees when listing authors.

Table of Contents. The table of contents should contain at a minimum the top two levels of heads in the publication. Indent next-level heads. It is not necessary to give the page numbers in the manuscript; if page numbers are automatically generated, remove them. Your editor will use the table of contents as a reference; it will not appear in the final online publication.

Text. Your manuscript will be edited on a computer using Microsoft Word. Submit the text in a single Word file (the tables and figures should be submitted in separate files; see below). We prefer the typeface Times New Roman or Courier New, 12 point, double-spaced. Margins should be 1 inch all around. Do not use line numbering. Include the following at the end of the text file as needed.

- **References.** See this style guide's major section "Citations and References," below.
- **Acknowledgments.** Include acknowledgments such as grant information, assistance with the publication, permission grantors, etc.
- **Trade Name Disclaimer.** If the manuscript mentions registered trade names of products, do not use the trade mark symbol (™) in the text. Add this standard disclaimer at the end of the text: "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."
- **U.S. Customary–Metric Conversion Table.** See this style guide's major section "Numbers" below.

Tables. Remove the tables from the text and put them into one Microsoft Word file. Begin each table on a new page. Include the source if the source is not one of the authors. See this style guide's major section "Tables and Figures," below.

List of Figures. Remove the figures (drawings, graphs, charts, maps, etc.) from the text and put them into one Word file. See the sections below on photographs, graphs, and illustrations.

Printed Publications

Front Matter. Include the following in a front matter file.

- **Title.** Our online catalog software limits the length of titles to 80 characters (letters, punctuation, spaces, etc.); we cannot accommodate titles longer than this. Begin the title with keywords, since titles are listed alphabetically in our online catalog.
- **Technical Editor and Contributors.** If your publication is a multiauthor edited volume, give the full name and affiliation of the technical editor. Also list the full name and affiliation of each contributing author.
- **Authors and Affiliations.** Give the full name of each author as it should appear in the final publication. Include the author's affiliation after the name (do not use footnotes for this); give the author's affiliation at the time of submission, not the affiliation at the time of writing. We do not include academic degrees when listing authors.
- **Table of Contents.** The table of contents should contain the top two levels of heads in the publication. For example, if your publication has chapter titles, A-heads, B-heads, and C-heads, the table of contents should contain the chapter titles and A-heads. Indent the A-level heads under the chapter titles. It is not necessary to include the page numbers; if they are automatically generated, we can remove them.
- **List of Tables and Figures.** If your publication has 15 to 20 tables or figures, you may want to supply a list of tables or figures. Shorten the titles so that they fit on one line.
- **Acknowledgments.** Include acknowledgments as needed, including grant information, assistance with the publication, permission grantors, etc.
- **Trade Name Disclaimer.** If the manuscript mentions registered trade names of products, do not use the trademark symbol (™) in the text. Add this standard disclaimer: "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."
- **Foreword or Preface.** A foreword is a statement about the publication written by someone other than the author, whose name may be given at the end of the statement. A preface is written by the author, whose name is not given at the end. Short publications do not normally have a foreword or preface.
- **Introduction.** An introduction is included in the front matter only when it is written by someone other than the author, and it is called a foreword. If the introduction is written by the author, it belongs in the main text.

Text. Your manuscript will be edited on a computer using Microsoft Word.

- Submit each chapter in a separate file.
- We prefer the typeface Times New Roman or Courier New, 12 point, double-spaced.
- Margins should be 1 inch all around.
- Do not use line numbering.
- Remove the tables and figures and place them in separate files (see below).

Heads. Set heads as follows:

- Indicate the **level of head** by applying Microsoft Word styles, such as A head, B head, and so on.
- Avoid using **more than four levels** of heads in a publication. If more than four levels are required, consider reorganizing the chapters or sections to remove levels of heads.
- **Keep heads short**; avoid heads that are longer than one line.
- Heads at the **same level** should have the same grammatical construction.
- Heads should never be followed by a **period**.
- The publication's designer will determine the **typeface, size, and other formatting** of heads in the final publication.
- The publication's editor will create **running heads** for the publication during editing.

U.S. Customary–Metric Conversion Table. See this style guide's major section "Numbers," below.

Appendixes. Appendixes contain explanatory material that is not an essential part of the text but is nonetheless helpful for readers. Identify them as "Appendix A," "Appendix B," and so on.

Glossary. Use a glossary to define words that have a specialized or unique meaning in the text that is not commonly found in a standard dictionary. Arrange the words in alphabetical order; they should be lowercased unless they are proper nouns.

References. See this style guide's major section "Citations and References," below.

Tables. Remove the tables from the text and put them into one Microsoft Word file. Begin each table on a new page. Include the source, if not one of the authors. See this style guide's major section "Tables and Figures," below.

List of Figures. Remove the figures (drawings, graphs, charts, maps, etc.) from the text and put them into one Word file. See this style guide's major section "Tables and Figures," below.

Photographs

We prefer **digital files** but will scan slides if necessary. Submit each digital photo in a separate file (not in a Word or Powerpoint file). When naming the files, include the figure number and a key word describing the photo in the name.

RAW format is best, TIFF and EPS are acceptable. JPEG files over 3 mb are acceptable for print; files under 3 mb are good enough only for online publications. JPEG files under 1 mb are usually not acceptable even for online publications.

Make sure each photo has a **callout in the text** of your publication, as in "(fig. 1.1)." Also make sure that you have obtained permission to publish photos that require permission (see the submission instructions, https://ucanr.edu/sites/anrpeerreview/For_Authors/ Writing_your_manuscript/Photographs/How_to_obtain_permission_to_use_a_photo/).

Each photo must have a **caption**; the caption should describe the photo, rather than repeat language from the text.

You can send digital photo files to us on a **CD or DVD**, or, if you have only a few files, compress them into one file and put them in a Box folder for the project editor.

Graphs and Charts

Supply **data points** for all graphs, charts, etc. The data points may be in Excel or another spreadsheet. The designers will refer to the data points if the graph must be redrawn, resized, etc.

Axis labels are sentence case and are centered along the full axes of the graph, not flush left. **Right-hand axis labels** are centered and base-aligned-right (so readers only have to turn the page once to read both labels).

Internal callouts will have two levels; the more common ones will be the lower level, which will be initial cap only. The higher-level callouts (which occur only rarely) will be all caps in the same font size as the lower level. Whatever case is specified, all callouts should be smaller than the axis labels.

Use short **interior ticks** on both axes.

Use commas in **thousands** in axis labels (7,256).

Abbreviate units of measure in axis labels.
    Length of shoot (ft)

Set **source notes** as part of the caption, not as part of the art.

Drawings, Maps, and Other Illustrations

Submit high-resolution digital files, if available, following the same format information as for photos.

We can draw illustrations based on sketches. Make the sketch as clear as possible and include any explanatory notes needed to create the drawing.