

A BRIEF GUIDE TO AUTHORS
Updated 2016

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

As always, typical Drum & Croaker articles are not peer reviewed and content will not be edited, other than to correct obvious errors, clarify translations, modify incorrect or cumbersome formatting, or delete superfluous material. Other types of contributions (announcements, etc.) may be edited to meet space limitations.

The approximate deadline for submissions is December 15th. 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 expect and assume that all submissions to D&C (papers, photographs, etc.) have been authorized by all original authors or co-authors, do not infringe on any copyright or prior publication agreements, and have successfully completed any internal review process required by your institution.

Submit articles via email as a Microsoft Word document (or a file that can be opened in Word). **My E-mail address is petemohan@aol.com.**

All Articles Must Adhere To The Following Basic Format:

- Use Times New Roman 12 point font throughout (except figure and table legends as noted below).
- A4 users please reformat to 8 ½ x 11 inch documents.
- Keep the resolution of photographs LOW. High resolution photos make the PDF file huge and are compressed anyway.
- **Format the title section with the line spacing set on 1.5 lines (not another method) 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

Continued....

Text Format

Headings and text should look like this heading and paragraph. Use single spacing with 1" (2.54 cm) margins on ALL sides. 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 Legends

Please use the following format:

Figure 1: Legends should appear under the photo or graph in this format in 10 point font, aligned with the sides of the image or figure (center or justify). Photographs should be pasted into the document in the proper location 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.

Table Legends

Table legends go above the table. Otherwise, formatting is as above for figures.

Other Things I Whine About

- Please don't use Paragraph formatting to add space above or below lines. I have to remove all of these. Start with a single spaced Word template.
- Use the "enter" key for all spaces ("carriage return" for those who remember typewriters with a slidey thing on top).
- If you submit a table, put the data IN an actual table. Don't use the space bar or tabs to "line up stuff." This formatting can be lost if I have to change margins.
- Use the "tab" key to set your 0.5" indent at the start of each paragraph. It's likely your default. Don't use the space bar.
- Use bullets or numbers to make lists. It is easier to reformat these later if needed.

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.