

## **A BRIEF GUIDE TO AUTHORS** *Updated 2023*

This guide is intended for those not accustomed to using a “Guide to Authors”, as provided by more formal periodicals. Historically only about 15% of *D&C* authors get this correct ☺. Please help me out, folks!

**The approximate deadline for submissions is December 21<sup>st</sup>.**

As always, typical Drum & Croaker articles are not peer-reviewed and content will not be edited, other than to correct obvious errors, clarify translations into English, modify incorrect or cumbersome formatting, or delete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

As has always been the case, materials in *Drum and Croaker* may be reproduced unless otherwise specified. Occasionally articles appear in *D&C* that originated elsewhere. These must be obtained with approval from the original authors and publisher, and proof of this is required. Special instructions on the reuse of these papers and how they should be properly cited may be provided.

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 [petemohan55@gmail.com](mailto:petemohan55@gmail.com).

### **All Articles Must Adhere to the Following Basic Format:**

- Use justified, single-spaced, Times New Roman 12-point font throughout (except for the title section, and figure and table legends as noted below).
- A4 users please reformat to 8 ½ x 11-inch documents (North American “letter” size).
- Keep the resolution of photographs as LOW as practical. High resolution photos make the final PDF file huge and I always compress them 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 namesii*).** When using MS Word, go to the “Home” tab, open the detail on the “Paragraph” section, and choose “1.5 lines” under spacing and make sure the before and after spacing settings are at “zero.” In order to preserve single line spacing in a title section (name of paper, multiple authors, multiple institutions) add an “enter” (carriage return) at the end of each line. Turn on the ¶ tool, highlight the symbol at the end of the line of text and choose the line spacing needed. For some help with these settings, see “Other Things I Whine About” below.
- Double-space after your “institution name” to begin the body of your text. When correct, the title and headings formatting should look like this:

### **USE OF DUCT TAPE IN THE HUSBANDRY OF *Genus species* AT FISHLAND**

**Jill Fishhead, Senior Aquarist [jfishhead@fishland.com](mailto:jfishhead@fishland.com)**

**Fishland of South Dakota, 1 Stinking Desert Highway, Badlands, SD, USA**

## Text and Heading Format

Headings and text should look like the above heading and this paragraph. Use single spacing with 1" (2.54 cm) margins on ALL sides. Please indent/tab 0.5 inch (1.3 cm) at the beginning of each paragraph (not using the space bar!) and leave a single 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.

**Please use the following format for figure legends:**

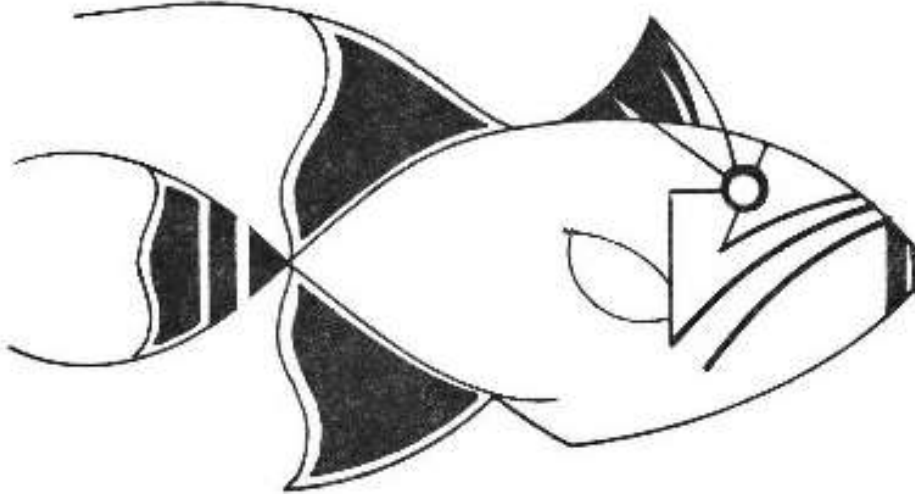


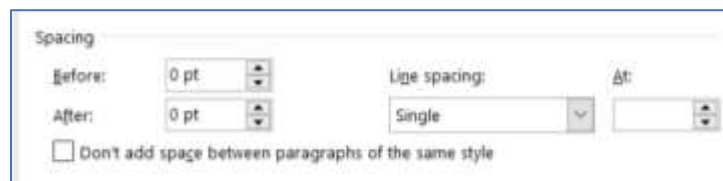
Figure 1. Legends should appear under the photo (such as this drawing by Craig Phillips) or graph in this format in 10-point font, aligned with the sides of the image or figure (center or justify). Very short legends can be centered. Photographs should be pasted into the document in the proper location by the author. All photos **MUST** be formatted as low-resolution files, ideally 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 spacing above or below lines. I have to remove all of these. Start with a single-spaced Word template, with **NO** before or after spacing. You will likely need to select this from the paragraph section on the home tab of Word, as the normal default template may contain unwanted 'before' or 'after' spacing.



- Use the “enter” key for all line spacings (“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 or otherwise reformat.
- 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, editorial pieces, apocrypha, and serious technical articles are equally appreciated.

### **Literature Cited**

[In the body of the paper, use this method to cite authors:](#) (Phishmonger et al., 2008; Laurel and Hardy, 2009; Frazma, 1992).

When providing full references/citations at the end of a paper, use an accepted standard style. I’m not a stickler about this. Just make sure all the relevant information is present. The formatting used for the journal Copeia is appropriate. Scroll way down on this page:

<https://www.asih.org/ichsandherps/instructions-to-authors>