



Maine Agricultural & Forest Experiment Station

Instructions for Authors of Experiment Station Publications

2014

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The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran’s status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, 581-1226.

1 General Policy

Policies and procedures in this manual are consistent with the College of Natural Sciences, Forestry, & Agriculture's "Publication Policy," which can be found on the experiment station's web site: <http://umaine.edu/mafes/home/resources-for-staff/>.

The station's internal publication program is narrowly defined to meet specific objectives as described in section 2 (**Description of series**). The program's general purpose is to provide an outlet for college and station faculty to publish technical or semi-technical information on issues important to Maine or the region and within the mission of the station.

It is the station's intent to maintain a sharp distinction between its internal publications and external peer-reviewed publications. The station will not publish manuscripts on subject matter generally appropriate for external peer-reviewed publications.

The station makes decisions on publication format (electronic and/or print) on a case-by-case basis. Authors may be required to provide funds to share print costs for large manuscripts or special requests. Cost considerations should be addressed early in the publication proposal stage.

The station has a limited publication capacity. High priority will be given to high-quality, high-impact works central to the station's mission.

Specific publication series may be limited to authors formally associated with the station. Other series are available to all faculty members in the college. (See the descriptions of the publication series below.) All manuscripts must focus on subject matter within the station's mission areas. With limited publication capacity, the station may give priority to faculty with approved station projects. The station generally does not publish works for other institutions, agencies, entities, or private individuals. Rare exceptions may be made for unique high value manuscripts. Decisions for manuscripts with co-authors from multiple institutions will be made on a case-by-case basis.

2 Description of series

2.1 Bulletins—Economic and policy analyses of Maine issues

This series includes economic and policy assessment of relatively current issues or topics relevant to Maine. The focus is on issues where station publications would have a potential for moderate- to long-term impact and serve a unique role in fulfilling public needs. Short-term hot-button issues are a low priority. The primary audience would be semi-technical (i.e., professionals or decisions-makers in agencies, nongovernmental organizations, industry, or business, and legislators). Manuscripts will be accepted from all college faculty members.

2.2 Technical bulletins—Research syntheses and applications

This series has a focus on works that synthesize the technical literature as a foundation for development of management and policy guidelines or other applied recommendations and includes handbooks, manuals or new technique descriptions based on, or an outgrowth of, recent research. The primary audience may best be described as the technical public. Manuscripts will be accepted from all college faculty members.

2.3 Miscellaneous reports—Monitoring, inventory & survey data

This series includes important works that would not be generally publishable in other outlets and have potential for moderate- to long-term utility. This category includes publication of results from long-term environmental monitoring research, local inventories (e.g., soil surveys, biodiversity inventories), species taxonomy works, social surveys and other analogous topics. The highest-priority publications would have the potential for high impact or long-term value at national, regional, or state levels. The primary audience would be technical or semi-technical. Manuscripts will be accepted from station faculty only.

2.4 Miscellaneous publications

This series is retained for other titles that do not fit the above categories, yet have a unique value to the station. Manuscripts will rarely be assigned to this series, but would be accepted from any author.

3 Submission & review process

3.1 Request to write

The first step in the process is to submit a Request to Write a Maine Agricultural & Forest Experiment Station Official Publication ([link to form](#)) to the station publications editor (barbara.harrity@umit.maine.edu). The associate director and publications editor will review the RTW and let the author know if the work fits within the station's publication program.

3.2 Submitting manuscripts

Manuscripts must be submitted electronically by the author to the station's publications editor (barbara.harrity@umit.maine.edu). When the manuscript is submitted, the author should also provide the names and email addresses of three potential reviewers. Potential reviewers should be individuals who can provide high-quality technical reviews. The list may include experts from within the university, but should also include at least two people from outside the university. Any potential conflict of interest should be noted. Conflicts of interest include having served as an advisor or advisee to the author, been a coauthor of a publication during the past three years, or being in a relationship (spouse/partner, sibling, close friend, etc.) that might affect judgment.

3.2.1 File formats

The following word processor file formats are acceptable for the main manuscript document:

- Microsoft word (DOC, DOCX)
- Rich text format (RTF)

In the initial submission, figures may be embedded within the manuscript file. Once the manuscript has been accepted for publication, however, figures must be submitted as separate image files (for more information see section 4.2.2).

3.3 Review process

3.3.1 Initial review

The publications editor will send the manuscript out to two of the three reviewers provided by the author. When the reviewers' comments are received, the publications editor will send them to the appropriate subject editor from the station's editorial board. The subject editor, focusing on content and quality, will review the publication, make recommendations about its suitability for publication and necessary revisions, and return her or his comments to the publications editor. The associate director together with the director will make the final decision on whether the manuscript will be published pending satisfactory revision. If the publication is accepted, the publications editor will return the manuscript with all editorial comments to the author for final revision.

3.3.2 Revision and subsequent technical editing

After addressing the subject editor's comments, the author then submits a revised manuscript to the publications editor who will edit the manuscript for language, grammar, and stylistic issues.

3.3.3 Design and layout

The publications editor will layout the publication using design software and send the author pdf proofs. If printed copies are needed, the publications editor will work with Printing and Mailing Services to coordinate the production and distribution of the printed copies. Authors are encouraged to submit attractive photos or line art for use on the cover.

4 Preparing the main manuscript text

4.1 Overview of manuscript sections

Most manuscripts for Maine Agricultural & Forest Experiment Station should contain the following sections (although subheadings do not have to correspond directly with the section headings below—and each section may contain further levels of subheadings as needed):

4.1.1 Title page

All publications should include a title page which contains the following information: title; and author(s) name(s), title(s), and affiliations.

4.1.2 Acknowledgments

A statement indicating the source of financial support (Hatch, McIntire-Stennis, regional research project, etc., including project number) must be included in the acknowledgments section. Authors may also include credits and acknowledgment of technical assistance, advice, or review.

4.1.3 Abstracts/executive summaries

While not required, authors are encouraged to develop an abstract for the publication (300-word maximum). For especially lengthy publications, or ones with detailed recommendations, authors may also want to include an executive summary.

4.1.4 Main body of the manuscript

Although in some cases the traditional journal article format (Introduction or Background, Methods, Results, Discussion, and Conclusion) may be appropriate, we encourage authors to use descriptive headings to divide the main body of the manuscript, the goal being to create a clear, concise publication with sections and headings that help readers find information. Following is an example of descriptive section headings:

1. Background and Introduction
2. Financing Town Governments
3. Condition of the Local Road Network
4. Management Practices
5. Summary and Recommendations

4.1.5 References or literature cited

The list of sources cited may be titled “References” or “Literature Cited.” The list should be organized alphabetically by last name of the first author, then, if needed, arranged by last name of any subsequent authors and/or date of publication. More information about the in-text citation style and examples of reference styles are found below.

4.1.6 Appendices

Detailed tables, species lists, glossaries, survey questionnaires, and explanations or elaborations that are not essential parts of the text, but would be useful to readers seeking more information, may be included in an appendix. The experiment station may choose to only publish appendices in electronic format if their size greatly affects the cost of printing.

4.2 General style guidelines

4.2.1 Citation style

Citations within the text are in the author-date format.

- One author: (Smith 2001)
- Two authors: (Anderson and Smith 2001)
- More than two authors: (Johnson et al. 2009)
- Use letters to distinguish references whose citations would otherwise be identical (White 1998a, 1998b).
- Don't repeat the names of authors of multiple citations (Smith 2000, 2001).
- Separate citations to different authors by a semicolon (Smith 2001; White 1998).
- Citations to multiple references listed within one set of parentheses may be arranged either by year of publication or alphabetically by first author. Just be consistent throughout the publication.

Cite only articles and abstracts that have been published or are in press, or are available through public e-print/preprint servers. If citing any unpublished data or reports or personal communications, list them within the text.

- (P. Wright, personal communication) or (J. Johnson, unpublished report)

Citations in the reference list should include all named authors, no matter how many. Journal titles may be either spelled out in full, or abbreviated using the CAS Source Index (<http://cassi.cas.org/>). Just be consistent.

4.2.1.1 Journal articles

Nelson, J.C. 2007. Sustainability of agriculture: issues, observations and outlook. *Journal of Crop Improvement* 19(1/2): 1-24.

Zalucki, M.P., D. Adamson, and M.J. Furlong 2009. The future of IPM: whither or wither? *Australian Journal of Entomology* 48:85-96.

4.2.1.2 Book, authored

Rogers, E.M. 1971. *Communication of Innovations: A Cross-Cultural Approach*. The Free Press, New York.

4.2.1.3 Book, edited

Fischer, F. ed. 2000. *Citizens, Experts, and the Environment: The Politics of Local Knowledge*. Duke University Press, Durham, NC.

4.2.1.4 Book chapter, or article in a book

David, M.B., G.F. Vance, and A.J. Krzyszowska. 1995. Carbon controls on Spodosol nitrogen, sulfur, and phosphorus cycling. *Carbon Forms and Functions in Forest Soils*, ed. W.W. McFee and J.M. Kelly. Soil Sci. Soc. Amer., Madison, WI. pp 329-354.

4.2.1.5 **Article in conference proceedings**

Annis, S.L., and C.S. Stubbs. 2004. Stem and leaf diseases and their effects on yield in Maine lowbush blueberry fields. In *Proceedings of the Ninth North American Blueberry Research and Extension Workers Conference*, ed. C.F. Forney and L.J. Eaton. Food Products Press, Binghamton, NY. pp 159-168.

4.2.1.6 **Experiment Station publication**

Fernandez, I.J. 2008. Carbon and nutrients in Maine forest soils. Maine Ag. & Forest Exp. Sta. Tech. Bulletin 200.

4.2.1.7 **Thesis or dissertation**

Koteas, G.C. 2010. Analysis of the Gouldsboro pluton and the Fehr granite: Understanding the scales of magmatic processes and partial melt generation from the deep to shallow crust. Ph.D. dissertation, University of Massachusetts, Amherst.

4.2.1.8 **Report with institutional author**

U.S. General Accounting Office (US GAO). 2001. Agricultural pesticides: Management improvements needed to further promote integrated pest management. US GAO-01-815. Washington, DC. [Cite in the text as US GAO 2001]

4.2.1.9 **Article in press**

Drummond, F.A. In press. Commercial bumble bee pollination of lowbush blueberry. *International Journal of Fruit Science*.

4.2.1.10 **Online document**

National Park Service (NPS). n.d. Biodiversity Discovery. Natural Resource Program Center Biological Resource Management Division, Fort Collins, CO.
www.nature.nps.gov/biology/biodiversity/docs/BiodiversityDiscovery.pdf [Accessed 20 Feb 2011]

4.2.2 **Preparing figures**

Illustrations or figures should be provided as separate files, not embedded in the text file. Please send the highest resolution possible. For photographs, aim for at least a 4x6-inch format at 300 dpi. For charts and graphs, if possible, also please send the native data files (e.g., Excel worksheets) that generated the figures. The following formats are acceptable:

PDF	EPS	PNG
TIFF	JPEG	BMP
DOCX/DOC (single page)	PPTX/PPT (single slide)	

The captions should be included in the main manuscript file at the end of the document, rather than being a part of the figure file. Provide the following information for each figure: figure number (Figure 1, 2, 3, etc.); short title (max. 25 words); other explanations that don't fit in the title can be added as a footnote or detailed legend, up to 200 words. All figures should be cited within the text, e.g., see Figure 1.

4.2.3 Preparing tables

Tables should be double-spaced in the original manuscript. Leave blank spots where data are not applicable, dashes where no data are available, and zeros when data equal zero. Omit \$ and % signs if they appear in the headings. Cite tables in the text in consecutive numerical order. Table titles should be short (~20 words) and summarize the whole table. The following format (with respect to use of Arabic numerals, spacing, and capitalization) should be followed:

Table 2. Average prices and premiums for Katahdin variety certified seed potatoes, 1965-1969 crop years.

5 Preparing additional files

For some publications, authors may have developed web sites, databases, or videos that go along with the publication. Results that would otherwise be indicated as “data not shown” can be included as additional files. Authors should talk to the publications editor about the best way to handle these additional files.

5.1 Additional file formats

Ideally, file formats for additional files should not be platform-specific and should be viewable using free or widely available tools. The following are examples of suitable formats.

- Additional documentation: Adobe Acrobat or Word
- Animations: Shockwave Flash
- Movies: QuickTime or MPEG
- Tabular data: Excel spreadsheet or comma separated values (CSV)
- Presentations: PowerPoint

6 Style and language

6.1 General

There is no formal limit on the length of manuscripts, but we encourage authors to be concise. There is also no formal limit on the number of figures or tables or additional files, but do not use tables/figures to illustrate small amounts of data that can be explained clearly and succinctly in a sentence. Figures and tables should be numbered in the order in which they are referred to in the text. Authors should include all relevant supporting data with each article.

6.2 Abbreviations

Abbreviations should be used as sparingly as possible. They should be defined when first used and a list of abbreviations can be provided following the main manuscript text.

6.3 Typography of manuscripts

- Please double space your manuscript. Don't format the text in multiple columns
- Use hard returns only to end headings and paragraphs, not to rearrange lines.
- Number all pages.
- Use a combination of font size, capitalization, bold font, and italics to clearly indicate levels of subheads.
- If possible, use the table editor function in Word to format tables, rather than tabs.
- Use the experiment station reference format.
- Greek and other special characters may be included.

6.4 Units

SI units should be used for most publications. For some fields, however, the English system of measurements is still used, and the experiment station will accept that usage.

6.5 Limited English proficiency

To meet federal recommendations on reducing language barriers to persons with limited English proficiency (LEP), authors are encouraged to identify the likelihood of LEP individuals needing access to information in the publication. If there is such an audience, authors should recommend languages to be used for translation purposes when filling out the request to write form.

7 Frequent issues with experiment station publications

7.1 Citations

Authors should carefully compare all in-text citations with the references to ensure consistency in year of publication, spelling of authors' names, and that all citations appear in both the text and the reference list.

7.2 Genus/species names

Check spelling of genus and species names carefully. Only abbreviate the genus name the second time that particular species appears in the publication. Don't abbreviate it when it is the first word in the sentence.

7.3 Acronyms

Spell out any acronym the first time it appears in the text, followed by the acronym in parentheses, for example, United States Department of Agriculture (USDA).