

## Authors Checklist

Use the following checklist to help properly prepare your manuscript for publication. Read through the list before you start a manuscript.

- The manuscript is accompanied by a manuscript approval sheet—Form SRS-FS-1600-4a(6/98)—and by a paragraph justifying the use of two or more colors in the final publication (if color is needed).
- Letters of permission to use copyrighted material, unpublished references, and personal communications are included.
- All parts of the manuscript are submitted in both the hardcopy and electronic formats (figures are sent as separate files).
- Text—including literature citations, figure captions, and photograph captions—is double spaced; tables (including all parts) are single spaced.
- The senior author's last name and page number are in the upper right corner of all pages.
- Working titles, affiliations, and addresses (city, State, and ZIP Code) of the authors are correct.
- The abstract (about 200 words) and keywords (five to seven in alphabetic order) express the main points of the manuscript, including results and conclusions.
- Spelling of personal names, place names, trade names, and unusual terms is correct, including diacritical marks and capitalization in languages other than English.
- Headings are clearly distinguished from one another: #1, separate line, bold, underlined, caps for all words except articles and connectors; #2, separate line, bold, caps for all words except articles and connectors; #3, paragraph heading followed by an em dash, bold, only first word capped, #4, (if absolutely needed) paragraph heading followed by an em dash, bold italic, only first word capped.
- Scientific names of trees, plants, and other organisms are included; authorities, if used at all, should be consistently used throughout the manuscript (authorities are not recommended unless commonly cited within the author's discipline).
- The appropriate units of measure (metric or English) for the audience are used.
- Text footnotes are numbered and continuous, table footnotes are lower case italic letters and start anew with each table, and appendix footnotes are numbered and start anew with each appendix.
- Mention of cooperation or special acknowledgments, as necessary, is included before the literature citations.
- There is a citation for every reference and a reference for every citation (text, tables, or figures).
- Tables are numbered and referred to in the order of appearance (do not embed).
- Figure captions are listed on a separate page after the tables and before the actual figures.
- Figures are numbered and referred to in order (do not embed); captions adequately describe the illustrations, x- and y-axes are labeled, and maps and other graphics are in \*.eps format (or \*.tif format for photographs).
- Hard copies and low-resolution scans of photographs are enclosed and properly marked with captions and credits (hold original photographs or slides until they are requested).
- MathType® is used for mathematical equations (including in-line equations) and for all symbols