

## DIRECTIONS TO AUTHORS SUBMITTING MANUSCRIPTS TO THE 10<sup>TH</sup> NATIONAL WILD TURKEY SYMPOSIUM

### DEADLINES FOR ABSTRACTS AND MANUSCRIPTS

The deadline to submit Abstracts to the National Wild Turkey Symposium (NWTS) is October 15, 2009. Authors should receive notice of acceptance/denial of abstracts by November 20, 2009. Full manuscripts will be required by January 10, 2010.

### FILE PREPARATION

Please submit your file in 1997-2003 version of Microsoft Word. Other software (WordPerfect) and different versions of Microsoft Word (2007) will not be accepted. This is an effort to standardize files in a common format that may eliminate incompatibility issues between different software packages and updated versions of software. Please use the Times New Roman Font in size 12.

### FILE SUBMISSION

Please submit your files via email to Gary Norman at [Gary.Norman@dgif.virginia.gov](mailto:Gary.Norman@dgif.virginia.gov). Please compress files larger than 10 MB. The Wildlife Society has given us permission to use their guidelines for *The Journal of Wildlife Management* (JWM) for style and formatting manuscripts. This document (Block et al. 2007) is posted on this web site. Please ignore JWM guidelines in Block et al. 2007 to submit manuscripts electronically to Allen Press (AP). Likewise, you can ignore references to the Editor-In-Chief (EIC) and Associate Editors (AE).

### ABSTRACTS

Please follow the guidelines in Block et al. 2007 for preparing your abstract. Listed below are the manuscript guidelines for the title, abstract, and footnotes from Block et al. 2007 for your information. An example abstract is provided on the web site as well (Abstract Example).

#### *Title Page: Running Head, Title, and Authors*

*The following guidelines apply to all text files. On page 1 single-space the following information in the upper left corner: date (update with each revision) and the corresponding author's name, address, telephone, fax, and e-mail (as in this document). Thereafter, double space all text including authors' addresses, the title of the paper, figure legends, and tables. If the corresponding author's email address changes following submission of the manuscript, notify the*

*editorial staff. Type the running head (RH) on the first line following the correspondent's address. The RH is limited to 45 characters. Left-justify the RH and capitalize each important word (e.g., "Implanting Transmitters in Snakes"). The RH is followed by a dot (or raised period) and the last name(s) of 2 authors. For 3 authors, use the name of the first author followed by "et al." (e.g., Foster et al.). The title follows the RH and is centered in bold font, sentence-case letters, with important words capitalized as in the RH. The title identifies manuscript content and may not include abbreviations, acronyms, or punctuation. Titles should not exceed 10 words unless doing so forces awkward construction. Do not use scientific names in the title except for organisms that do not have, or are easily confused by, common names. Do not use numbers in titles or the RH. Authors' names are left-justified in sentence-case letters following the title. Each name is followed by the author's affiliation and address (usually where the author was employed during the study) also in sentence-case letters. Indent the second and subsequent lines of an author's address 5 spaces using the hanging indent function. In each address, use available U.S. Postal Service (USPS) abbreviations, zip codes, and the country (abbreviate "USA," but spell out all others). See the following websites for USPS abbreviations: <http://www.usps.com/ncsc/lookups/abbreviations.html#states> and <http://canadaonline.about.com/library/bl/blpabb.htm>. Write out words like Street, Avenue, and Boulevard, but abbreviate directions (e.g., N. and N.W.). For multiple authors with the same address, repeat the address after each author's name.*

#### *Footnotes*

*Insert footnotes using the footnote function. Footnotes may only be used to note an author's email address, to reference the present address of an author when it differs from the byline address, and to indicate a deceased author. Each*

*footnote starts with a numerical superscript. Incorporate endorsement disclaimers and pesticide warnings in the text.*

#### *Abstract*

*Begin with the word "ABSTRACT" (left-justified) in bold font. The abstract text begins*

*after a regular letter space on the same line and is a single paragraph not exceeding 1 line per page of text (3% of length of text), including*

*LITERATURE CITED. Research Note abstracts cannot exceed 1 line per 2*

*pages, including LITERATURE CITED. The abstract includes: Problem studied or*

*hypothesis tested. Identify the problem or hypothesis and explain why it is*

*important. Indicate new data, concepts, or interpretations directly or*

*indirectly used to manage wildlife.*

#### **TEXT PREPARATION**

Many word processing commands and special formatting features interfere with the smooth conversion of electronic files into typesetting systems. Our typesetting software will retain character formatting (e.g. small caps, bold, italic, underlining, superscript, and subscript), but not document formatting (e.g. hyphenation, justification, font and font size, spacing, and pagination); page appearance commands such as these will be removed from the submitted file and replaced with commands for the typesetting system.

Keeping the document fairly simple (avoiding linked or embedded objects, images, and other advanced word processing features) helps to ensure that the typesetting system can make efficient use of the file.

The following is a list of best practices for submitting your electronic manuscript

- Do not try to approximate the look of a final paged document as it would appear in print or online because much of the formatting is stripped from the file upon submission and replaced with commands for the typesetting system.
- Use Word's footnote function for in-text footnotes only. Do not use it to link references to create endnotes, or for title-page footnotes that are standard for journal style.
- Identify running heads and place them flush left at the very beginning of the file (one time only).
- Paragraph indents should be consistent throughout the file. Multiple spaces should not be used to simulate tabs.
- Except for the paragraph indents (mentioned above), all indentation or tabular commands should be removed from the file. Literature Cited sections with hang indents, for instance, should be typed flush left, with no hang indent. Indentation conventions are different between word processing and typesetting

## FIGURE AND TABLES

The following is a list of best practices for submitting your electronic figures

- **Tables must be submitted as part of the manuscript text file. Include tables immediately after LITERATURE CITED.** Keep table headings with the table.
- Use only Power Point 2003 or Microsoft Excel 2003 to generate figures. Please use Times New Roman Font in size 12 (where possible). Do not save as PDF file.
- Submit figures as a separate file. Multiple figures can be included in the separate file, but keep each figure on a separate page.