

**PROCEEDINGS OF THE SOUTH DAKOTA ACADEMY OF SCIENCE
INSTRUCTIONS FOR AUTHORS--2022**

Editorial Policy: The South Dakota Academy of Science is a forum for the promotion of scientific teaching, research, and service in the state of South Dakota. The South Dakota Academy of Science meets each spring for the purpose of annual business, awards, and the interchange of ideas, information, and results from scientists and students of science. The minutes of the annual meeting and the abstracts and full papers of presentations are published in print and online annually in November in the *Proceedings of the South Dakota Academy of Science* which is uploaded to the Academy website (www.sdaos.org). Although presentation at the annual meeting is strongly encouraged, each year a limited number of full papers may be considered for publication that have not been presented.

Authorship Policy: The following is the policy on authorship of abstracts and manuscripts to be published in the *Proceedings*:

- 1) Only reports of original research not published elsewhere may be considered.
- 2) All papers and abstracts published in the *Proceedings of the South Dakota Academy of Science* will include all authors that were shown on originally submitted abstracts or manuscripts.
- 3) Any request to change authors after a submission has been made to the *Proceedings* must be accompanied by a brief letter of explanation sent to the editor that includes the original signature of all authors (including authors removed from or added to the authorship list).
- 4) The deadline for requesting changes in authorship is 30 August of the year of submission.

Manuscript Submission Procedure:

- 1) For those authors who choose to submit a full manuscript, **the deadline for submission is July 15** each year. If you cannot meet the July 15th deadline for full papers, you must request an extension from the editor. You must also request a new due date because extensions are not automatically granted.
- 2) Manuscripts submitted for publication in the *Proceedings* must be accompanied by **two** technical reviews. Authors are required to solicit reviewers that have expertise in the topic area of the manuscript. Co-authors of manuscripts are not considered reviewers. Each reviewer must provide their name, title, address, and phone number along with a thorough technical review of the manuscript. To facilitate this process, the reviewers should use the Peer Review Form that can be downloaded from the Academy's web site (www.sdaos.org). In turn, authors must provide a brief reconciliation letter describing how reviewer comments were addressed along with a final, revised copy of the manuscript. The submission package must include the following: 1) two technical reviews (Peer Review Forms), 2) written reconciliation from authors, and 3) revised manuscript.
- 3) All file names should begin with the corresponding author's last name.
- 4) Abstracts and manuscripts must be submitted electronically. Electronic submissions should be forwarded to **Robert Tatina at rotatina@dwu.edu**. Manuscripts should be saved as **MS Word files** (not PDFs) that include tables and/or figures. Reviewer comments and the author(s) reconciliation statement must be submitted as separate files (MS Word) along with the manuscript. Manuscript illustration files that have the extension .BMP, .GIF, .EPS, .JPG, .TIF, or .PCX are acceptable. **IMPORTANT: Begin all file names with the corresponding author's last name** (e.g., Chipps_ms.doc, Chipps_review1.doc, Chipps_review2.doc, Chipps_reconcil.doc).
- 5) The author or one co-author of each abstract or paper must be a current member of the South Dakota Academy of Science.
- 6) Failure to adhere to the submission procedure will result in manuscripts being returned to authors.
- 7) Submission of abstracts for publication in the *Proceedings* do not need to be peer-reviewed.
- 8) Information on page and reprint charges will accompany the page proofs sent to the corresponding author, who is responsible for arranging for payment.

Format Conventions: 1) All manuscripts and abstracts should be single-spaced throughout including tables and the literature cited section. All pages should be numbered serially in the upper right-hand corner. Use a 1-inch margin all around but do not justify the right margin or hyphenate words on the right margin (i.e., use word wrap). Avoid footnotes in both articles and abstracts. Use metric measurements unless English units are clearly more appropriate, in which case metric equivalents must appear in parentheses. Give scientific names for all species the first time the species' common name is used as follows: Culver's root (*Veronicastrum virginicum*). Write out numbers under 10, except in a series with

numbers >10 or with measurements or percentages. Statistical terms and other measures should conform to the Council of Science Editors Scientific Style and Format (e.g., $t = 0.311$, $df = 33$, $P = 0.001$, note italics, capital P and spaces before and after =).

Manuscript Components:

TITLE PAGE

All manuscripts should include a title page that includes the author name(s), affiliation(s), current mailing address(es), and Corresponding author email. Here are the components and style of the title page:

Microsoft Word

Times New Roman, Font Size = 12

Margin: Left = 0, Right = 6, Paragraph Indent = 4

Title: All Caps, Bold, Centered

Authors: See example:

MUTATION RATES IN ANOLIS LIZARDS

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ABSTRACT

Include a brief but informative abstract. The abstract should be a single paragraph of 200-300 words that concisely summarizes the results and conclusions of the study. The abstract should be followed by a short (ca. 5) list of keywords. For authors submitting only an abstract, you may include a few literature citations, but please use sparingly, and enclose them in parentheses within the text of the abstract.

Keywords

(Up five keywords)

INTRODUCTION

The introduction should include sufficient detail to establish the purpose and importance of the work being summarized. It should include pertinent literature related to the study question and end with a statement of the objectives/hypotheses being examined.

METHODS

The methods should include sufficient information for the reader to evaluate the data or repeat the study. It is better to be inclusive (i.e., overly explicit) when describing the methods used, but keep in mind that clarity and conciseness are important.

RESULTS

Results follow the methods section and should include a concise summary of your findings. Be careful not to ‘discuss’ implications of results; reserve these points for the Discussion section. Results that are presented in tables or figures should not be exhaustively discussed in the text. When statistics are presented they should be explicit (e.g. $t = 34.07$, $df = 48$, $P = 0.003$).

DISCUSSION

The common trait among good scientific papers is a well-written discussion section. The discussion section is where you synthesize what has been learned from the study and provide direction or generalities for future studies. The discussion section should not be merely a summary of relevant literature linked to restatements of your results. Rather, it should be an informative essay that advances what is known about the subject area. Be careful, however, not to extend the discussion beyond what can be supported by the data reported in the results.

LITERATURE CITED

All references cited in the text should be listed at the end of the manuscript under the Literature Cited heading. References should be in alphabetical order by the last name of the author(s). If different works by the same author(s) are referenced, references should be in chronological order. Authors cited in the text of abstracts or papers should be indicated in parentheses by last name and year of publication with no punctuation between the author name and the date (e.g., Wade 1967). When two or more attributions are included together they should be separated by a semicolon as in (Cain 1935; Braun 1953) When a citation has more than two authors, the last name of the first author followed by et al. should be used (e.g., Seabloom et al. 1978). Where two or more papers by the same author(s) have appeared in one year, the style should be (Stewart 1967a, 1967b). Citations included in abstract only submissions should be complete and included within the text of the abstract.

Examples of Literature Cited

- Anderson, R.J., and R.W. Schrier. 2000. Acute renal failure. Pages 1149-1160 in Braunwald, E., K.J. Isselbacher, and R.G. Petersdorf, editors. Harrison’s principles of medicine. 15th ed. McGraw-Hill, New York, NY.
- Bremer, P.E. 1977. Pelican kill. Loon 49:240-241.
- Gipson, P.S., I.K. Gipson, and J.A. Sealander. 1975. Reproductive biology of the bobcat (*Lynx rufus*). Journal of Mammalogy 56: 605-612.
- Green, J.C., and R.B. Janssen. 1975. Minnesota birds: where, when, and how many. University of Minnesota Press, Minneapolis, MN.
- Midwest Regional Climate Center. 2002. Historical climate summaries. <http://www.hprcc.unl.edu/> [Cited 12 May 2012].
- Svihovec, L.K. 1967. A comparison study of the ecological distribution of small mammals in southwestern North Dakota. Thesis. University of North Dakota, Grand Forks, ND.

(For Internet citations, include as much information as possible so that readers could access the material cited and must include the URL or doi.

Tables, Figures, Illustrations and Photographs. Tables should be double spaced throughout, without vertical lines, and with page numbers in the upper right-hand corner. If tables are more than one page in length, put "Table x. continued" on all subsequent pages. Each table should begin with a Table number (e.g., Table 1, Table 2, etc.) followed by a descriptive caption which is separated from the table headings and data by a horizontal line. Tables must be referenced in the text.

Figures include photographs, graphs, drawings, codes, genomic, etc. All these should be digitized and inserted into a Word file. Figure captions should be numbered (e.g., Figure 1.) and inserted below the

associated figure. Letters, symbols, and legends should be large and clear enough on all figures and photographs to be legible after copy reduction. Figures must be referenced in the text.