

Abbreviated Instructions for Authors for Submission of Articles in the Systematics Association Special Volume Series

The full version of CRC's *Style Guide for Authors* is available via the publications page of the Systematics Association website;

(www.systass.org/publications/index.html)

or via the CRC Press website;

(www.crcpress.com/content/pdf/Disk_Book_Author_Guide.pdf)

However, please note that there are a few areas where these abbreviated instructions differ from those given in CRC's *Style Guide*. In particular, these are:

- 8. Headings
- 10. References

In these cases, the abbreviated instructions given here supersede those in the CRC Style Guide. If in doubt, please contact your editor.

1. Submit one hard copy, with corresponding files on disk, CD, or by e-mail to your editor.
2. Double space your manuscript, using 1 inch (2.5 cm) margins.
3. Space paragraphs using a hard return and not by indenting.
4. Do not right-justify text.
5. Do not embed figures into the text. Supply figures as separate files and hard copy originals. Please list all figures (photos, maps, line drawings) as "Figure" in the text (e.g., Figure 1, Figure 2).
6. Do not embed figure captions or tables in the text. Place these on separate pages at the end of the text.
7. Electronic art should ideally be supplied in one of the following file formats. These are listed in order of preference (the formats most preferred by CRC Press are listed first):
 - Adobe illustrator (.ai)
 - PDF (.pdf)
 - EPS (.eps)
 - GIF (.gif)

JPEG (.jpg)

TIFF (.tif)

Please use greyscale, line thickness of at least 0.5 point, and at least 300 dpi resolution at the size they will appear on the page

8. **Headings.** Use the following conventions:

Major Heading

First level subheading

These headings will be numbered in the final book, but leave un-numbered in your first draft manuscript.

9. **Abstract.** Your chapter should start with an abstract of not more than 150 words.

10. **References.** References are cited in text using the following format:

(Lewis, 1987) or Lewis (1987);

(Lewis and Klitgaard, 1987) or Lewis and Klitgaard (1987);

(Lewis et al., 1987) or Lewis et al. (1987) for three or more authors.

For example: *Geoffroea spinosa* is abundant in all areas (Lewis, 1987).

References are listed alphabetically at the end of a chapter. Journal titles should be given in full.

Format for the Reference List:

List all authors and editors in full.

Journal article

Cite authors; year (in brackets); article title (capitalise only first word and proper names); journal title (in italics, in full); volume number; first and last page numbers, e.g.

Semple, C. and Wolfe K.H. (1999) Gene duplication and gene conversion in the *Caenorhabditis elegans* genome. *Journal of Molecular Evolution*, 48: 55-564.

Books

Cite authors; year (in brackets); book title (in italics, capitalised); volume number or edition; publisher; city of publication, e.g.

Richards, R.J. (1992) *The Meaning of Evolution: The Morphological Construction and Ideological Construction of Darwin's Theory*, 2nd edition, University of Chicago Press, Chicago.

Chapter of a book

Cite authors; title of article or chapter (capitalise only first word and proper nouns); title of book (in italics, capitalised); edition or volume number; editor (in brackets); publisher; city of publication; year; page or chapter number, e.g.

Holland, H.D. (1995) Atmospheric oxygen and the biosphere. In *Linking Species and Ecosystems* (eds C.G. Jones and J.H. Lawton), Chapman and Hall, New York, pp. 127-140.

11. Endnotes/Footnotes

Endnotes will be used in preference to footnotes