Smithsonian
Scholarly Press

SISP Manuscript Preparation Guide

Before you prepare your manuscript, refer to SISP's "Before You Submit–FAQ."

NOTICE: All manuscripts submitted to SISP undergo substantive peer review. Acceptance is contingent upon positive peer review results, approval of revisions requested by SISP, and evaluation of final manuscript by SISP's Editorial Board.

PREPARING THE MANUSCRIPT

File Preparation

You may choose to prepare your files as separate MS Word docs. If so, note you will be required to combine text and embed all figures with captions when submitting to SISP for peer review (see p. 7).

Page Setup

- All margins measure 1 inch.
- All text is double spaced.
- Regular text is 12 pt.
- Use Times font (e.g., Times New Roman)
- Page count cannot exceed 500 double-spaced (2.0), 1-inch margins, 12 pt Times New Roman text (includes all regular text, captions, tables, notes, references, other backmatter).

Order of Sections

Required elements are in **bold**.

1) **Title page** (title; subtitle; author name, title, affiliation, mailing address, email address)
2) Abstract (250–300 words; required in all SISP open access series)
3) **Table of contents** (indent A-, B-, and C-level headings to show hierarchy)
4) Foreword (written by someone other than author)
5) Preface (written by author)
6) **Introduction**
7) **Main text**
8) Acknowledgments (include affiliation for each individual mentioned; provide professional titles uniformly or not at all; avoid nicknames)
9) Appendixes
10) Notes (if using notes-and-bibliography reference system)
11) Glossary
12) **References / Bibliography**

Headings

Headings should be styled consistently so organization is clear. SISP recommends the following styles:

Heading Level:	Style To Use:
A [all-caps, centered]	**INTRODUCTION**
B [small-caps, centered]	MATERIALS AND METHODS
C [italic, title cap, centered]	*Characters Used in the Analysis*
D [bold, title cap, centered]	**Male Genitalia**
E [bold, small-cap, centered]	**ARRHENOPHANIDAE**
F [bold, italic species, sentence cap, centered]	***Cnissostages oleagina* Zeller**
G [indent, small-cap, run-in with text]	TYPE SPECIES.
H [indent, italic, run-in with text]	*Head:*
I [bold, initial cap, on left margin]	**The *spatulata* group**

* Note: Figure numbers listed immediately after G- and H-heads are not in parentheses. Set these figure numbers as the first sentence in the regular text. For example:

> *Head:* Figures 5–13. Vestiture variable; vertex typically rough with erect piliform…

Figures and Figure Captions

For instructions on preparing art files, refer to SISP's "Digital Art Preparation Guidelines."

- Figure file count cannot exceed 150. (Composite figures composed in a single high-resolution TIF will count as 1.)
- Call all illustrations "Figures". Only use "Plates" for full-page images intended to be ganged at back of book, and number plates separate from figures.
- Number all figures sequentially with numerals (1, 2, 3, etc.) in the order they are called out in text.
- In running text, use capitalized "Figure" to call out figures in the present work and lowercased "figure" for figures in other works. In parentheticals, SISP prefers "Figure" and "fig.", respectively, but if used correctly and consistently, SISP may accept the capitalized abbreviation "Fig." for figures in the present work.
- Use plural "Figures" or "figs." only if more than one figure number is indicated (e.g., Figures 4, 5; Figure 7a–e; fig. 7c,j,k; figs. 7–10).
- Composite figures:
  - Designate components with lowercase letters placed on or adjacent to the respective component and noted in text (Figure 10a, Figure 12b).
  - If applicable, describe all components (parts a, b, c, etc.) in caption.
  - Labeling should match exactly (e.g., if uppercase letters in figure, use uppercase in caption).
  - If applicable, figures should include a scale bar or scale description.
  - Precede component descriptions with a cover term
    [e.g., **FIGURE 3.** Wing venation: (a) species A; (b) species B.].
  - See "Headings" above for a note on presenting figures after G- and H-headings.
- Legends to symbols on a figure should appear on the image, either at bottom or in a white space on the figure, preferably with borders on all sides.

Tables

- Tables should be combined in a separate MS Word file.
- Each callout in the text should refer readers to a table by number and should appear in the text where each table's appropriate placement is.
- Table number and title should appear above table.
- All columns must have headings.
- Use rules only at the top and bottom of the table and beneath column heads.
- Number tables with numerals (1, 2, 3, etc.) in the order they are called out in the text.
- Comments that apply to the entire table may be included in the table title.
- Comments that apply to particular parts of a table may be table notes, with superscripted lowercase letters inserted at the highest hierarchical heading level to which they apply.
- If there is only one level-1 boxhead spanning all column heads, it should be moved to the table title.
- For months in tables, use three-letter abbreviations with no periods: "Jan, Mar, Jun," etc.
- Do not use blank line spaces to separate data sections within the table body. Use a bold head centered across all columns in same font size as table body text.
- Do not leave table cells empty. Cells with no data should contain a dash or "n/a," either of which should be defined in the table title.

FORMATTING AND STYLE

SISP's house style is based on the *Chicago Manual of Style,* long-standing scientific publishing standards—including discipline-specific requirements—and expectations of the international audience of Smithsonian research. For standard American spellings and hyphenation, SISP follows *Merriam Webster's Collegiate Dictionary*.

Text Formatting

- Use "tab" (not the space bar) to indent paragraphs.
- Use only one character space between sentences.
- Do not use bold for emphasis.
- Use italics for scientific names, as appropriate.
- Do not underline text that should be italic; use italics.
- Do not italicize commonly used Latin abbreviations and phrasing (e.g., et al., in situ, a priori)
- 10:00 AM, 9:35 PM (small caps, no periods)
- 56 BC, AD 10 / 56 BCE, 10 CE (small caps, no periods)
- MYA (in small caps; = "million years ago")
- Insert one character space between a person's initials with periods: J. B. Jones
- Use no periods or spaces if group of initials is used as abbreviation for full name: JFK, FDR
- Use letters if more than one appendix (e.g., Appendix A, Appendix B).
- In geographical coordinates, no space between coordinate values and compass directions E,S,N,W (e.g., 1°25.6'S, 77°43.8'W).
- When applicable, authors must follow the North American Code of Stratigraphic Nomenclature, which is also used by the U.S. Geological Survey.

Punctuation

- Use serial comma (e.g., "...including mammals, reptiles, and amphibians").
- Use a comma after "i.e." and "e.g." but not before "et al."
- No hyphen between numeral and abbreviated unit of measure (e.g., 8 ft board)
- No period after such abbreviations as lb, ft, USNM
- No period after letter for compass direction (e.g., N, SW, NNE)
- No period after metric abbreviations
- No period after "sta" in designating a collection station
- Use USA, NSW, UK, EU, UN, AU, etc., without periods
- Do not begin a sentence with an abbreviation or a numeral.
- Use day/month/year sequence for dates: 9 April 1976
- Abbreviations: spell out at first mention and follow with abbreviation in parentheses; use abbreviation thereafter except at beginning of a sentence.
- Use brackets for annotations, interpolations in quoted material and for figure references in taxonomic keys.
- For double parentheticals not caused by species name and authority, use square brackets within parentheses. With species name and authority, allow double parentheses: e.g., "(related to *H. gammarus* (Linnaeus, 1758))"

Numbers

- Spell out numbers "one" through "nine" in expository text; use numerals for numbers 10 and larger. If expository sections are loaded with numerical data, numerals may be better for all values.
- In data sections, use numerals only.
- Use comma with four-digit numbers and larger.
- Insert space between equals signs and adjoining letters or numerals.

Symbols

- Use multiplication sign ("×") instead of letter "x" in equations, magnification, etc.
- No space between multiplication sign and number in magnification (i.e., ×10).
- Use the approximate sign (~) rather than "ca." unless a date is involved.
- Symbols that immediately follow a number usually should appear after the first and second numbers in a range (e.g., 16%–20%). Exception: salinity symbol (e.g., 20–25‰).

Measurements

- Use the decimal system for precise measurements and relationships; use common fractions for approximations.
- Use of metric system is preferred; where use of the English system is unavoidable, author should supply metric equivalents in parentheses.
- Use *micrometer* instead of *micron*.
- Measurement abbreviations need to appear only once in multiplication statements (e.g., 16 × 20 mm) unless different abbreviations are involved (16 mm × 1 cm).
- Do not insert spaces between units of latitude and longitude (i.e., 40°32'22''N).
- When designating arc minutes or arc seconds of longitude and latitude, be sure to use the proper symbols. DO NOT use single or double curly or straight quotes, or prime. *If using MS Word, the proper symbols are found at: Insert > Symbol > "Symbol" font.*
- Do not treat time as a measurement in expository papers.

Equations and Displayed Data

Equations, displayed data, and small data tables that must appear within running text should be centered with one line space above and one line space below.

Names of Taxa

- Names of taxa should not be abbreviated in heads, especially not new taxa.
- Taxa at the beginning of sentences should be spelled out.
- Genus should be included at first mention of a species, unless all species being discussed belong to the same genus.
- New taxa descriptions: In "Etymology" sections of the manuscript, Latin names should be italicized followed by the English meaning in parentheses.
- In zoology papers, do not abbreviate the author of a taxon except for Linnaeus (L.).
- Suprageneric taxa should appear in Cap/Small cap, unless in a phrase or sentence.
- For botany, the author of a taxon may be abbreviated. For such abbreviations, Series style follows the International Plant Names Index (https://www.ipni.org/).
- Question mark in a taxon:
  Obelia? geniculata = correctness of generic name is in doubt
  Obelia geniculata? = correctness of specific name is in doubt
  ?Obelia geniculata = correctness of entire citation is in doubt
- Common names – SISP defers to disciplinary standards/requirements. If no standard, we prefer:
  - Birds: Capitalize all words (ex: Wild Turkey) when discussing the actual species (*see* B.1. at https://americanornithology.org/about/committees/nacc/guidelines-for-english-bird-names/#:~:text=Orthography.,not%20used%20in%20English%20names).
  - Mammals: Capitalize first word (ex: Hairy slitmouth snail, Black snail). Style varies and is not regulated (per the ICZN). Authors may choose (1) no cap; (2) cap first word; (3) cap all words.

Proper nouns in names must always be capitalized. Depending on the discussion, option 2 or 3 could mitigate confusion for readers.

Taxonomic Keys

- References to main-text figures and tables in taxonomic keys should go in brackets.
- Explanatory comments (e.g., non-dichotomous, non-diagnostic) should go in parentheses.
- Descriptive geographical information may go in parentheses on the next line.
- Keyed out taxa names are in boldface (but just the names themselves).

Key to the Genera of Arrhenophanidae

1. Forewing with all five branches of radial vein reaching margin [Figures 32, 33] 2
   Forewing with only four branches of radial vein reaching margin; R4 and R5 completely fused
   3
2. Forewing with R2 and R3 stalked [Figure 33] .... ***Cnissostages***
   Forewing with R3 and R4 stalked [Figure 32]................................... ***Notiophanes***, new genus
3. Hindwing with vein 1A only slightly sinuate at middle; M usually divided within cell; accessory
   cell present in forewing [Figures 29, 30].......................***Palaeophanes***, new genus
   Hindwing with 1A only slightly curved; M not divided within cell; accessory cell absent in
   forewing [Figures 34, 35] 4

Synonymy

- Original describer should never be separated from taxon.
- Subsequent authors, incorrect spellings, etc. should be separated from taxon with a period, em dash: ".—"
- In annotations, what follows an equals sign should be the correct form.
- Use semicolons to separate data within each subsequent author's description.

Example for various disciplines:

Genus *Nostima* Coquillet

Nostima Coquillet, 1900a:35 [type species: *Nostima slossonae*, by original designation; as a genus].—Cresson, 1930a:101 [*Nostima* compared with *Philygriola*]; 1931:89 [key to genera]; 1944:176–177 [key to Nearctic species].—Sturtevant and Wheeler, 1954:239–242 [review of Nearctic species].
Philygriola Hendel, 1917:42 (type species: *Notiphila picta* Fallén 1813:254, by original designation]; 1930:141 [compared with *Hydrellia*].—Cresson, 1930a:101 [synonomy].

Example for botany, with slight style difference:

Aylacophora deserticola Cabrera, Bol. Soc. Argent. Bot. 4(4): 268, 1953. *Nardophyllum deserticola* (Cabrera) G. L. Nesom, Phytologia 75(5): 362, 1993. TYPE: "Argentina, Neuquén, Plaza Huincul, 4-XII-1952, *Cabrera 11053*" (holotype: LP 562212-A!; isotypes: GH, LP 562212-B!, LP 562212-C!, US!).

[Note: The "!" indicates the author has seen and studied the indicated type specimen.]

Cabreraea Bonif. **gen. nov.** TYPE: *Chiliophyllum andinum* Cabrera, Notas Mus. La Plata, Bot. 19(92): 193, 1959 (≡**Cabreraea andina** (Cabrera) Bonif. **comb. nov.**).

[Note: Triple equal sign (≡) refers to a HOMOTYPIC synonym; a regular equal sign (=) would denote a HETEROTYPIC synonym.]

Material Examined

This section often includes localities (countries, cities, regions) in ALL-CAP or Small-cap. Please note that SISP will not code or style these localities during copyediting. Authors should review these sections carefully before manuscript submission and ensure this text is keyed as it should appear based on the subject matter and conventions of the discipline.

PREPARING THE REFERENCES

SISP accepts three reference systems (Author–Date, Notes & Bibliography, and Botany), depending on discipline convention. SISP guidelines to all three reference systems are available at [SISP's website](#). Each includes examples of common citations.

ALMOST THERE … ONE MORE THING BEFORE YOU SUBMIT

Before you submit your manuscript, evaluate it for third-party images or other materials (e.g., poetry or literary quotes) that can be claimed by another party. Authors are responsible for obtaining permission (a "license") and paying any required fees to reproduce these materials.

Permissions must be submitted to SISP with your final manuscript, after peer review. It is typical for permissions documentation to take several months to come through, so authors should send permission requests for all third-party materials as early as possible. SISP will provide an image license template upon request.

SUBMITTING YOUR MANUSCRIPT

Submit your manuscript only when it is in its final form and therefore ready to be peer reviewed. Instructions for how to prepare your submission package are on SISP's ["How to Submit"](#) page (https://scholarlypress.si.edu/resources/how-to-submit/). Peer reviewers read for substantive content, but they should not be relied upon to help you finalize the organization, figure selection, or other developmental aspects of your manuscript. Always provide materials as required. Submissions that do not comply with guidelines will be declined.

Major content changes, including rewrites, will not be accepted after submission to SISP unless requested by SISP or its Editorial Board during peer review or production.

Preparing Your Files for Peer Review

Please prepare and include all required materials as shown below and based on the type of project you are submitting (authored monograph or edited collection). Figures should be low resolution at this stage. SISP will request high-resolution files after peer review.

Authored Monograph

1. Combine all text (title page through references) in a single MS Word doc, in the order shown on the table of contents.

2. Insert each figure as soon as possible after it is called out in the text. Captions (with credit lines, if applicable) should be keyed beneath figures. Alternately, compile all figures (low resolution) in order in a single PDF to provide visual (not size or quality) reference for peer reviewers.

3. Submit each table as a separate MS Word doc. Each should have a table number and a title. Alternately, compile all tables in a single doc.

4. Complete [SISP New Submission Form](#) (if you submitted a proposal, send an updated form).

Edited Collection

1. Prepare separate MS Word docs for the volume's frontmatter and for each individual essay/paper. If there is common backmatter that will follow the papers, it can be combined in a single MS Word document.

   a. Each contributor (paper author) should have inserted each of their paper's figures as soon as possible after called out in the text with complete caption (figure number and, if applicable, credit line) beneath each.

   b. Each contributor should have provided each of their paper's tables as a separate MS Word document. Each should have a table number and a title.

2. Complete [SISP New Submission Form](#) (if you submitted a proposal, send an updated form).

Getting Your Files to SISP

All manuscripts must be submitted electronically via Dropbox or another file-sharing site (e.g., WeTransfer). Share your submission files with scholarlypress@si.edu.