SISP Manuscript Preparation Guide

All links are to SISP's web page of Author Resources, where users may view and download documentation.

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

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

PREPARING THE MANUSCRIPT

Maximum Manuscript Size

Effective October 1, 2023, for all new submissions. See details in <u>About SISP – Summary of Services</u>.

- TEXT: Max = 500 manuscript pages
  - 2.0/double-spaced
  - 1-inch margins
  - 12 pt Times New Roman
  - Includes frontmatter (preface, introduction, all other FM sections), main text, figure captions, tables, and backmatter (notes, references, appendixes, all other BM sections)
- FIGURES: Max = 150 figure/image/map files
  - Refers to number of files.
  - Each figure with a different figure number must be provided as a separate file.
  - Multi-component (or "composite") figures, including plates, provided in a single file will each count as 1 file.
  - Components provided in separate files (i.e., need to be combined into a single figure) will be counted as separate files.
  - Exceptions to the maximum figure file count may be made by SISP, at its sole discretion, where appropriate (e.g., collection catalog of objects/specimens in a Smithsonian collection).

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...

Order of Sections

Required elements are in **bold**. Frontmatter (FM) typically runs through the introduction; backmatter (BM) includes all sections that follow the main text, such as appendixes and references cited.

1) **Title page** (title; subtitle; author name, title, affiliation, mailing address, email address)
2) Abstract (250–300 words; **required for "Smithsonian Contributions Series"**)

3) **Table of contents** (include A- and B-level headings on indents to show organization)
4) Foreword (written by someone other than author; invited)
5) Preface (how the project/manuscript came to be; **required if no introduction**)
6) Acknowledgments (separate section if not final section of preface)
7) **Introduction** (substantive preliminary info to pave way for the "main text"/chapters)
8) **Main text**
9) Acknowledgments (include affiliation, if applicable, for each individual acknowledged; provide professional titles uniformly or not at all; avoid the honorific "Dr."; avoid nicknames)
10) Appendix
11) Notes (if using Notes-and-Bibliography Reference System)
12) **References** (works cited) **/ Bibliography** (works cited and can include other readings)

Figures and Figure Captions

For instructions on preparing art files, refer to SISP's "[Digital Art Preparation Guidelines](#)."

- Label each illustration "Figure".
- If you have "plates" (full-page collections of multiple images intended to be gathered at the back of your book), do not number them separately; label and number these "Figure".
- If your figures are <u>all</u> plates, you may label them "Plate" (instead of "Figure").
- Number all figures/plates 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 found in the present work and lowercased "figure" for figures from other works. In parentheticals, SISP prefers "Figure" and "fig.", respectively, but SISP may accept the "Fig." for if used consistently.
- Use plural "Figures" or "figs." only if more than one figure number follows (e.g., Figures 4, 5; Figure 7a–e; fig. 7c,j,k; figs. 7–10).
- Composite figures:
  o Designate components with letters (SISP prefers lowercased) placed on or adjacent to the respective component and noted in text (Figure 10a, Figure 12b).
  o Labeling should match exactly (e.g., if uppercase letters in figure, use uppercase in caption).
  o If applicable, figures should include a scale bar or scale description.
  o Precede component descriptions with a cover term then describe all components in caption: Example >> **FIGURE 3.** Wing venation: (a) species A; (b) species B.
  o See "Headings" above for a note on presenting figures under SISP's G- and H-headings in taxonomic treatments.
- A legend to symbols on a figure should appear on the figure/image itself, either at bottom or in a white space on the figure, preferably with borders on all sides.

Tables

- Each table callout in the text should refer readers to the table by number and should appear in the text where that table is discussed, immediately before it will appear.
- Table number and title should be placed above table.
- Number tables with numerals (1, 2, 3, etc.) in the order they are called out in the text.
- All columns must have headings.
- If there is only one level-1 boxhead spanning all column heads, it should be moved to the table title.
- Use rules only at the top and bottom of the table and beneath column heads.
- 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 set as table notes, with superscripted lowercase letters ([a], [b], [c]) inserted at the highest hierarchical heading level to which they apply.
- 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," which should be defined in the table title.

FORMATTING AND STYLE

SISP's house style is based on *Chicago Manual of Style,* long-standing scholarly publishing standards—including discipline-specific requirements—and expectations of Smithsonian's international audience. Standard American English spellings and hyphenation follow *Merriam Webster's Collegiate Dictionary.*

Place Names

Gulf of America and Gulf of Mexico

In February 2025, Gulf of Mexico was renamed Gulf of America. SISP's style guide requires that "Gulf of Mexico" be replaced with "Gulf of America" when the name of this body of water is meant. Abbreviated phrasing and shortened names (e.g., "the Gulf") are permitted, but authors must use the full name "Gulf of America" where it will ensure clarity of research results and data. Shortened names should not create ambiguity, affect comprehension, deviate from standard English usage (e.g., unwieldy or lengthy sentences to avoid using the full name "Gulf of America"), or deviate from scholarly publishing convention (i.e., ensuring precedent by using the full name at the start of each new section/chapter, so readers know what the shortened version refers to).

Authors should not change "Gulf of Mexico" when it appears in quoted or reproduced text (e.g., excerpts from references, specimen labels). In the event a manuscript includes allowable uses of "Gulf of Mexico," authors must include a brief explanation of these instances in a preface (or as a note, if using Notes and Bibliography Reference System). For example: "Some specimens in the collection were catalogued prior to 2025 and are labeled as originating in the 'Gulf of Mexico.'"

Mount McKinley

SISP will change each instance of "Denali" to "Mount McKinley." The name of Denali National Park and Preserve, the park in which Mount McKinley is located, has not changed and may appear as either "Denali National Park and Preserve" or "Denali National Park".

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 instead.)
- 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 (all-cap, no periods)
- 56 BC, AD 10 / 56 BCE, 10 CE (all-cap, no periods)
- MYA (all-cap) = "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 title "Appendix" if only one; use letters if more than one (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.

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 the full term at first mention and include abbreviation in parentheses; use abbreviation thereafter except at beginning of a sentence.
- Use brackets for annotations, interpolations in quoted material, and 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

- SISP prefers authors to spell out numbers "one" through "nine" in expository text and use numerals for 10 and larger. If expository sections are loaded with numerical data, numerals may be better for all values. If you choose to use numerals for 100+, SISP likely will not change it.
- 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, dimensions, 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 YOUR REFERENCES

Because it publishes the sciences and humanities, SISP will accept Author–Date, Botany, and Notes & Bibliography reference styles. Which style you use will depend on convention in your particular discipline. SISP provides a guideline for each system, which includes examples of common citations.

PERMISSIONS

Before you submit, determine if you must request permission (a "license") for any image or *creatively unique text* (e.g., poetry, song lyrics) that is owned by a party other than you or Smithsonian. All authors are responsible for obtaining permissions and paying any fees to reproduce third-party materials.

Permissions must be submitted to SISP with your final (revised) manuscript. Permissions documentation can take several months to come through, so authors should request permission as early as possible. Many organizations allow requests through their websites, and SISP's site has an image license template.

SUBMITTING YOUR MANUSCRIPT

Your files will need to be prepared differently for (1) initial submission, for peer review; (2) revised submission, post–peer review (i.e., after you revise in response to reviewer comments); and (3) final submission, after acceptance (if necessary). Instructions for each stage follow (also found on SISP's "How to Submit" page). Submissions that do not comply with these guidelines will be returned for additional preparation.

All manuscripts must be submitted electronically via Dropbox or another file-sharing site. When you are ready, share your submission files with scholarlypress@si.edu.

1) Initial Submission, for Peer Review

Important as you prep for initial submission:

- Submit your manuscript only when ready to be peer reviewed (i.e., when text and figure selections are final). Peer reviewers read for substantive content and should not be relied upon to help finalize organization, figure selection, or other developmental aspects of a manuscript.
- Authorship and order of authors cannot be changed after initial submission to SISP.
- If you haven't already, you should request permission for all third-party materials.
- Figures can be at low resolution. SISP will request high-resolution files at revised submission.
- Major content changes, including rewrites, will not be accepted after initial submission (exception: changes requested by SISP or its Editorial Board during peer review and production).
- Any substantive content that must be added after peer review is subject to SISP's peer review process, with the original submission placed on hold until a decision is made on the new content.

Prepare Your Authored Monograph

A. SISP New Submission Form – If you submitted a proposal, send an updated form.
B. Text – all in a single MS Word document (FM + main text + BM). Sections should be in order shown on table on contents. (See "Order of Sections" above.) An in-text callout for each figure and table should appear in the text.
C. Figures – prepare in one of the following ways:
    1. **Embedded in text** – Copy-n-paste each figure into the MS Word document that contains the complete text – place each at end of paragraph that contains its first (or only) in-text callout.

Pasted figures become low resolution when dropped into MS Word, which is OK for peer review. Size the figures for visual reference only. Each caption (with credit line, if applicable) should appear beneath its figure.

    2. **Separate from text** – Create a single PDF with all figures in sequential order. Ideally, filenames will be included. Recommend 4 per page (visual ref only, not for quality or sizing).

D. Tables – prepare in one of the following ways:

    1. **Embedded in text** – Copy-n-paste each table into the MS Word document that contains the complete text – place each at end of paragraph that contains its first (or only) in-text callout. Each table should include table number, table title, and table footnotes (if applicable).

    2. **Separate from text** – Combine all tables in a MS Word doc (or each table in a separate doc).

E. Fellows/Research Associates: Include recommendation letter from appointment supervisor. Letter should include recommendation for SISP to consider the manuscript and also confirm appointment dates and research topic(s).

Prepare Your Edited Collection

A. [SISP New Submission Form](#) – If you submitted a proposal, send an updated form.

B. Separate MS Word docs:

    1. Frontmatter – title page, table of contents, preface, introduction, etc.

    2. Each paper/chapter with acknowledgments, references, and figure captions at end of doc.

    3. Backmatter, if any (e.g., combined references section for entire volume)

C. Figures – may be embedded in each paper or combined in a separate PDF (with filenames).

D. Tables – may be embedded in each paper or combined in a separate MS Word file.

2) Revised Submission, Post–Peer Review

A. Text

    1. Authored monograph – all in a single MS Word doc (FM + main text + BM). In-text callouts and captions should remain in place in the text. Revisions should be tracked (with Track Changes feature turned on) for final evaluation.

    2. Edited collection – separate MS Word docs for (i) volume's FM, (ii) each paper/chapter, and (iii) common BM, if applicable.

B. Figures – provide a high-resolution TIF for each figure that meets specification requirements in SISP's [Digital Art Preparation Guide](#).

    1. If embedded in text for initial submission, remove figures from the text.

    2. Leave in-text callouts and captions (with credit lines, if applicable) in place in the text.

C. Tables – provide same as initial submission, either embedded in text or as a separate MS Word doc(s). Revisions to tables should be done with Track Changes turned on.

At this stage, if not already done, you must also submit:

- Permissions documentation, license to reproduce content owned by third parties.
- Copyright Assignment signed by each author/volume editor who is not an SI employee.
  - Authored monograph: [Publishing agreement – Open access monograph](#)
  - Edited collection: [Publishing agreement – Open access chapter in monograph](#)

3) Final Submission, After Acceptance (if necessary)

SISP will provide instructions to finalize your text and request any replacement files (e.g., if figure file specs are not met). SISP will also request any materials still missing.