

## Author Instructions (Rev. 4 Nov 2022)

### Purpose and Scope of *Transactions*

The *Transactions of the Kansas Academy of Science* is a multidisciplinary, peer-reviewed, scholarly journal for all subjects of biological, cultural, and physical sciences, mathematics and computer science, history and philosophy of science, and science education. *Transactions* was established in 1872 and constitutes the official publication of the Kansas Academy of Science. *Transactions* is currently published by Allen Press twice a year (Spring and Fall) with issues 1 & 2 in spring and issues 3 & 4 in autumn. Digital copies are also available online through BioOne and JSTOR in PDF format.

### Editorial philosophy

Scientific merit is the primary criterion applied to selection of manuscripts for publication in *Transactions*. The journal publishes a diverse selection of papers across basic and applied science including descriptive, experimental, or theoretical studies. Because the scope of the journal is broad, every effort is made to apply discipline-appropriate criteria during the review process.

*Transactions* does not restrict the length of manuscripts. Manuscripts should tell a complete story.

The *Transactions* Editor adheres to the philosophy that organization, clarity of presentation, writing style, and consistency in format enhances reader understanding and, therefore, the usefulness of articles and the reputations of their authors. Unclear writing and poorly formatted tables and figures can lead to misinterpretation or mistrust of results at worst and can be distracting at best.

Manuscripts that are poorly prepared will be returned to authors without review.

### Peer-review process

Manuscripts submitted to *Transactions* are subject to peer review. Exceptions are invited book reviews or scientific writing, and photo essays. Upon submission, articles will be screened by the Editor to ensure that they are complete and meet the instructions for manuscript preparation. Once a submission passes this quality-control screening, manuscripts that are inappropriate for *Transactions* in terms of scope or topic or that are poorly prepared may be rejected without further review. Manuscripts that meet these initial tests will be sent for peer review, usually by two referees although more can be assigned at the discretion of the Editor.

The Editor will solicit reviews from referees chosen on the basis of expertise, availability, and willingness to conduct a review. Authors are encouraged to suggest appropriate referees, but the Editor is not obligated to choose referees suggested by authors. Authors also may identify referees who should not be asked to review their manuscript. Referees will be asked to complete their reviews within three weeks when possible. After the desired number of reviews has been received, the Editor will make an initial decision regarding whether to reject a manuscript or accept the manuscript pending major or minor revision.

Manuscripts recommended for revision will be returned to the authors. The expected turn-around period for revisions is three months or less. Authors may request extensions if there are extenuating circumstances, but prolonged delays may result in rejection or another round of reviews. The Editor will check all revisions carefully to ensure that all referee comments have been addressed. Authors are encouraged to submit a detailed letter (or email) showing how each reviewer comment has been

addressed. In some cases, the Editor might request a new round of reviews, e.g., if the revisions have substantially altered the content or revealed new problems.

## Submission

An author (or at least one co-author) of any manuscript submitted to the *Transactions* should be a member of the Academy. Non-members also may publish in the *Transactions*. A \$50 fee may be charged, which will include a one-year membership in the Academy.

There are no minimum or maximum page requirements, the Academy has waived page charges for articles < 20 pages, and there are no additional charges for color illustrations, unless the number of color figures/images is excessive. A final, press-ready copy is provided to authors as a PDF file. Paper reprints are no longer available through Allen Press.

All manuscripts should be in MS Word (.doc or .docx), double spaced, in Times New Roman size 12 font. Alignment “Left.” No indentations or auto-numbering. One line between paragraphs, one space between sentences. For initial review, tables and figures should be embedded in the Word document and provided after the Literature Cited section, in that order. Table captions should appear above the table, and figure captions below figures. Upon manuscript acceptance, authors will be required to submit figure files in the form of JPEG or TIFF at a minimum of 300dpi (see below).

Submit your digital manuscript attached to an email to Dr. Erika C Martin [emartin7@emporia.edu](mailto:emartin7@emporia.edu)

Manuscripts not following the above guidelines will be returned to authors to be put into proper form before being sent out for review.

Authors should submit manuscripts for publication in the *Transactions* in the following general form:

- 1) Title, all authors and their affiliations, corresponding author denoted and contact information provided.
- 2) Abstract, with keywords
- 3) Introduction, Materials and Methods, Results, Discussion (adjusted to fit contents of the paper).
- 4) Acknowledgments, if desired.
- 5) Literature Cited. *Transactions* does not accept journal abbreviations.

## Title

The title should be concise and informative.

## Author information

The name(s) of the author(s)

The affiliation(s) of the author(s), i.e. institution, department, city, state

A clear indication and an active e-mail address of the corresponding author

For authors that are unaffiliated we request their city and state of residence, and if corresponding author, their e-mail address.

## Abstract

Please provide an abstract of approximately 100 to 300 words; abstract length should be reflective of manuscript length. The abstract should not contain any undefined abbreviations or unspecified references. Short papers (< 5 pages) or notes do not require an abstract.

Please provide 4 to 6 keywords which can be used for indexing purposes. Keywords should be words that are not in the title.

## Text

Initial submissions require a single file containing your manuscript as a Word (.doc or .docx). Lists of three or more items should use commas (e.g., first item, second item, and third item).

There should be a comma after e.g., but not after i.e.

Between in-text citations use a semi-colon (Schlosser 1985; Poff et al. 1997) but not between figure citations, table citations, or abbreviations: (Fig. 1, Power 1992) Analysis of Variance (ANOVA,  $P = 0.05$ ,  $df = 2$ , Table 3).

First-person style is acceptable.

## Citations

In-text citations should be listed in chronological order and for one, two, or three authors list all names (e.g., Zeuner and Manning 1976; Lidmar-Bergström, Elvhage, and Ringberg 1991; Skelton 1998).

For citations with four (or more) authors, list only the first author's name (e.g., Bauer et al. 1997; Elliott et al. 1999).

Footnotes are not used.

The Literature Cited should be in alphabetical order. Journal names should not be abbreviated.

## Websites

Anonymous. 2002. Balloon lift with lighter than air gases. Hawaii Ham Radio Information pages. [<http://www.chem.hawaii.edu/uham/lift.html>]. Date accessed [Jan. 2004].

Everhart, M.J. 2013a. The early paleontologists of Kansas: Benjamin Franklin (B.F.) Mudge. [<http://oceansofkansas.com/BFMudge.html>]. Date accessed [July 2021].

## Books, dissertations/theses, symposia

Simon, T.P. and Wallus, R. 2003. Reproductive biology and early life history of fishes in the Ohio River drainage: Ictaluridae-Catfish and Madtoms. Vol. 3. CRC Press, Boca Raton, Florida, 163-168 pp.

Elliott, E.T., Heil, J.W., Kelly, E.F., and Monger, H.C. 1999. Soil structural and other physical properties. pp. 74-85 in Robertson, G.P., Coleman, D.C., Bledsoe, C.S. and Sollins, P. (eds.), Standard soil methods for long-term ecological research, Oxford University Press Inc., New York.

Marzolf, I. 1999. Großmaßstäbige Fernerkundung mit einem unbemannten Heißluftzeppelin für GIS-gestütztes Monitoring von Vegetationsentwicklung und Geomorphodynamik in Aragón (Spanien). Ph.D. dissertation, Institutes für Physische Geographie der Albert-Ludwigs-Universität, Freiburg, Germany, 227 pp.

## Articles

Lidmar-Bergström, K., Elvhage, C., and Ringberg, B. 1991. Landforms in Skåne, South Sweden. *Geografiska Annaler* 73:61-91.

Skelton, L.H. 1998. A brief history of the Kansas Academy of Science. *Transactions of the Kansas Academy Science* 101:140-145.

Zeuner, F.E. and Manning, F.J. 1976. A monograph on fossil bees (Hymenoptera: Apoidea). *Bulletin British Museum (Natural History), Geology* 27:149-268.

## Tables

Tables should be submitted initially imbedded in the Word document, immediately following the Literature Cited section. Table captions should appear above the table. Upon acceptance, authors can submit tables as excel spreadsheets (.xlsx or .csv). Table font should be Arial.

### In-text citations of tables

We sampled several sites and report mean values for habitat variables (Table 1).  
Studies listed in Table 1 were generally considered meta-analyses.

## Figures

Figures should appear after the Literature Cited section and after any Tables. The text used in figures should be Arial. If a figure has multiple panels (e.g., A, B), each panel should have a bold, capital letter in Arial font. Do not put panel letter in parentheses. Photographs are acceptable in black-and-white or full color. Figures should be embedded in the manuscript Word document for initial submission. Upon manuscript acceptance, figures should be provided in JPEG or TIFF format. Minimum digital image resolution should be 300 dpi. Column width of the printed page is 2.65 in (6.7 cm); full page width is 5.5 in (14 cm); maximum height is 8 in (20 cm).

Figure captions should be descriptive and stand-alone, meaning a reader would not need to reference the text to understand the purpose of the figure.

### In-text citations of figures

Results indicated a significant difference among treatments (Fig. 1).  
Figure 1 illustrates an interesting phenomenon.

## Revision Submission

Should your manuscript be accepted pending revision, you should submit two documents, described below.

### Revision Document 1

Revision Document 1 is a letter to the editor demonstrating that the authors have made appropriate revisions based on received reviews. This can be sent in the body of an email, or as an attached Word document. Authors may copy reviewer comments and respond to each comment individually or provide a summary of major reviewer comments and the author's response. If any revisions suggested by reviewers were not incorporated, a justification from the authors is required.

### Revision Document 2

Revision Document 2 is the revised manuscript. This Word document should **highlight** changes to the text. There should be **NO** comments or track changes. Tables should not be figures (e.g., JPEG), but should be tables either embedded into the Word document or sent separately as an excel file. Figure files can be embedded into the Word document or sent separately in the form of JPEG or TIFF. All figures **MUST** have a minimum of 300dpi.

Please contact the Editor if you have questions  
Dr. Erika C. Martin [emartin7@emporia.edu](mailto:emartin7@emporia.edu)