

## **GUIDELINES FOR *Norse Scientist* AUTHORS**

### **GENERAL**

The *Norse Scientist* is an NKU internal publication designed to showcase undergraduate research completed by students in the sciences and mathematics. The research must be original. Publication in the *Norse Scientist* does not preclude publication of this material elsewhere. An online version of the *Norse Scientist* will be available after publication of the print version.

### **SUBMISSION AND ACCEPTANCE OF MANUSCRIPTS**

Papers must be based primarily on work completed by undergraduate students. Consequently, students must be listed as first authors, although faculty may be listed as secondary authors, or preferably as faculty mentors.

Papers based upon research that received support from Greaves Summer Fellowships, CINSAM Fellowships, or other university-sponsored sources must acknowledge the source of support.

Submission of a manuscript to the *Norse Scientist* must include the following:

- A fully completed title page
- A permission form signed by all authors and the submitting faculty member (see attachment)
- A hard-copy (i.e., paper copy) of the manuscript
- An electronic copy of the manuscript

### **PROCESS**

Following submission and acceptance of your manuscript, your paper will be assigned an editor, who will copy edit the paper and regularize the format. You will then be provided a review copy and a due date for submitting your revisions.

### **MANUSCRIPT PREPARATION**

#### **Preparing the manuscript**

Print out paper double spaced, including references and tables, on 8-1/2" x 11" white paper. Number all pages consecutively. Please use MSWord to facilitate typesetting. A floppy disk, zip disk, or cd including the text, tables, and all figures, *must* accompany the submission of the hard-copy of the manuscript. A summary of some style aspects is presented below. Failure to comply with these aspects of submission will delay handling of the manuscript.

#### **Title page**

A title page should include the title of the paper; the authors' full name(s) and affiliations; the corresponding author's complete mailing address to include name, e-mail address, telephone, and fax numbers; and the author's faculty advisor, department, e-mail address, telephone, and fax number.

**Abstract**

An abstract of not more than 200 words should be typed, *double spaced*. It should state the purpose of the study, basic procedures, main findings, and conclusions.

**Text**

The text of observational and experimental articles is usually (but not necessarily) divided into sections with the following headings: Abstract, Introduction, Methods, Results, Discussion or Conclusion, Notes (if any), and Literature Cited or References. Articles may need subheadings within some sections to clarify their content. The Discussion or Conclusion should not merely restate the results but should interpret the results. A brief Acknowledgment section may be included.

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**References**

References to other information sources should use the Council of Biology Editors (CBE) author-date convention in the text [e.g., "(Taylor 1995)"]. In-text references to works with more than two authors should cite the first author et al (e.g., "Smith et al 1995"). Content notes should be numbered sequentially in the text using Arabic numbers in parentheses [e.g., "(1)"].

**Literature Cited/Reference list**

Type in CBE format *double spaced*, in alphabetical order by author's last name. List all authors when six or fewer; when seven or more, list only the first three and add et al. Examples are shown below.

***Journal article***

Wehr JD, Thorp JM. Effects of navigation dams, tributaries, and littoral zones on phytoplankton communities in the Ohio River. *Canadian journal of fishery and aquatic science* 1997; 54: 378-395.

***Books and other monographs***

Krebs, Charles J. *Ecological methodology*. New York: Harper & Row; 1997: 451 p.

***Unpublished work and Personal communications***

Notations of "unpublished work" or "personal communications" will not be accepted without documentation.

**Acknowledgments**

Sources of research support, acknowledgments, preliminary reports or abstract presentation, and current location of authors, if different from the title page, should be indicated. Give name and mailing/E-mail addresses of author to whom correspondence should be addressed.

**Tables**

Please group all tables together at the end of your paper, clearly labeled by number and title; they will be integrated with your text by the editors. All tables must be called out by number in the text. Number tables consecutively using Arabic numbers and supply a brief title at the top for each. Legends and footnotes for the table are typed immediately below the table and should follow this sequence: \*, †, etc.

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## **Captions for tables and figures**

Type captions on a separate page with numbers corresponding to the figures. Explain any symbols, arrows, numbers, abbreviations, or letters used in figures. Captions for Tables and Figures should be adequate to interpret the content of the table or figure without reference to the text.

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