

## Detailed Instructions and Stylistic Recommendations for Contributions to Freshwater Crayfish

*Freshwater Crayfish* is the journal of the International Association of Astacology that is published after each biennial symposium. The journal publishes peer-reviewed short (3–7 pages) and medium-length (8–15 pages) original scientific contributions about crayfish from various scientific disciplines including: aquaculture, behavior, biology, conservation, diseases, ecology, genetics, and physiology, among others. Members attending or presenting at the symposium are encouraged to submit their presented work for publication in *Freshwater Crayfish*. However, any crayfish related article will be considered for publication, even if the work was not presented at the symposium. All manuscripts will be sent to at least two anonymous reviewers. **Publication in *Freshwater Crayfish* is open to ALL.** Direct inquiries regarding the appropriateness of a specific contribution should be sent to the managing editor.

Consistency of style across articles published in *Freshwater Crayfish* is an important editorial issue. However, the diversity of sub-disciplines served by the journal creates the need for some flexibility in the stylistic conventions adopted. Please be sure to review the following guidelines very closely, because **improperly formatted manuscripts will be returned to the author.**

After the anonymous peer review process has completed, the managing editor will either: 1) approve the manuscript for production (if accepted “as-is” by reviewers); 2) return it to the author for reviewer-suggested revisions; or 3) reject the manuscript. The revised document will be placed into production only after the final revised submission is approved by the managing editor.

The editor(s) of *Freshwater Crayfish* may ask authors to cover costs associated with publishing their work (i.e., page charges), especially if the manuscript contains color work (figures, images, text, tables, etc.). In general, figures should be presented in B&W, but color may be used when and where necessary to convey the intended meaning to the reader. However, the authors will be expected to cover any costs incurred with publishing a manuscript that contains color work. Costs for color work currently run about US \$600 (for up to 8 pages of full color in a 16 page spread), but specific costs associated with publication will be sent to the author along with the page proofs.

### SUBMISSION PROCEDURES

All manuscripts should be submitted online through the IAA Manuscript Submission and Tracking System (MS&T) which can be accessed at the following URL: <http://iz.carnegiemanh.org/FCEditor/>. Submit electronic text as Microsoft Word files. **For the initial manuscript submission and review process, tables and figures should be inserted at the end of the Word document, in the order they are first referenced in the text.** Line numbering should be turned on to assist reviewers when referencing particular areas in the manuscript, with the numbering continued consecutively on successive pages (rather than starting over from 1 on each page). **However, once all final revisions are completed, all maps, illustrations, and line art should be saved and submitted as separate (i.e., NOT embedded into the Word document), high-resolution TIFF or EPS files at 1200 dpi, while halftone and color images or photos should be saved as 600 dpi TIFF or EPS files.** These digital files should then be uploaded as *separate* files to the MS&T website along with revised text. See the MS&T website for tips on how to generate high resolution image files.

For submission of the original digital files, please start all filenames with the last name of the corresponding author and a short descriptor of the file contents (e.g., Jones\_maintext.doc, Jones\_Figure1.tif). At later stages (submitting corrected manuscripts after review) please append the assigned manuscript number to the beginning of the file name (i.e., “07-032\_Jones\_maintext.doc”). All spaces in filenames should be replaced with an underscore (e.g., “Jones\_maintext.doc” instead of “Jones maintext.doc”). Do **NOT** use non-standard ASCII characters in the filename (such as ò, é, /, ?, &, etc.). A period “.” should only be used in a filename to denote the file extension (e.g., “.doc” or “.tif”), and should not be used as a separator among other elements of the filename (use an underscore “\_” for this purpose instead). All filenames should be kept to less than 30 characters. **Please also read the manuscript pre-submission checklist, available from the MS&T website at [http://iz.carnegiemanh.org/FCEditor/Docs/FWC\\_Pre-Submission\\_Checklist.pdf](http://iz.carnegiemanh.org/FCEditor/Docs/FWC_Pre-Submission_Checklist.pdf), before submitting your manuscript.**

### GENERAL ASPECTS OF THE MANUSCRIPT

All manuscripts should be in clear, concise English. Depending on the author’s country or region of origin, an author may choose to use *either* American or British spellings in a manuscript (e.g., “...ize” vs. “...ise”), but should not mix both styles in the *same* manuscript. Authors should be sure that they spell-check their manuscripts before submission.

Manuscripts should be double-spaced throughout, including title page, abstract, references, tables, and figure legends. New paragraphs should be indented for readability. Use a 10- or 12-point font that is clearly legible (e.g., Times New Roman, Calibri, or Arial). All pages should be numbered, with page numbers located at the bottom center of the page. Words intended to be *italicized*, underlined, or in **boldface** in the final work should be submitted in that form in the manuscript. Do not right-justify (or full justify) text, nor use hyphenation to break words at the ends of lines. Insert two spaces between sentences. **Do not use footnotes.**

Latin (scientific) names should be *italicized*. The genus and species names should be given in full with the authority the first time they are used in the main text. For example, *Austroptamobius pallipes* (Lereboullet), but listed as *A. pallipes* thereafter (except in cases where the generic abbreviation may be confused with another generic-level name also mentioned in the text, or when starting a new sentence with the generic name). Common names should be in lower case (e.g., signal crayfish, white-clawed crayfish), unless denoting a geographical region (e.g., Lamington spiny crayfish). Please use “crayfish” as opposed to “crawfish”, and “crayfish” as opposed to “crayfishes” for the plural. Use “freshwater” instead of “fresh water”.

Personal communications should be listed both in the text and Literature Cited section. In the text, list the author name, year and indicate that it is a personal communication (i.e., Coughran 2003, personal communication). Separate the year and “personal communication” with a comma. All other information related to the communication, such as an institution, etc., should be listed in the Literature Cited section (see examples given below).

### SYMBOLS AND UNITS

Symbols and related conventions to be noted include: **1)** restriction of use of symbols for sexes to lists of specimens in taxonomic accounts and appendices (otherwise spell out); **2)** inclusion of commas only in numbers containing five or more digits; **3)** decimal numbers should use a period “.”, not a comma “,”; **4)** decimal points should be preceded with a numeral (a zero if number less than one); **5)** writing out numerals from zero to ten, and ordinals from first to tenth; **6)** dropping periods from standard abbreviations for time (yr, mo, wk, d, hr, sec) and dimension (km, m, cm, mm, L, ml, cc, kg, g, mg); **7)** use of commonly used statistical symbols (*s*, *CV*, *N* [for entire population], *n* [for sample], *df*, *r*, *t*, *F*, and *P*); **8)** not italicizing selected, commonplace, abbreviations for *Latin expressions* (i.e., [include the comma], e.g., [include comma], ca., cf., vs., etc., per se, et al.); **9)** use of the abbreviation BP (before present) for designation of geological ages; **10)** deletion of intervening spaces and punctuation in the abbreviations USA, MS, and PhD. **11)** values and units should be separated by a single space (e.g., 10 mM rather than 10mM). **12)** geographic (GPS) coordinates (latitude/longitude) should be in decimal degrees and should also list the geodetic datum used (e.g., 37.87463, -79.737642, WGS-84).

A string of units (units per another unit) should be presented with a space between units with superscripts, for example  $\text{g m}^{-2} \text{yr}^{-1}$  (rather than “g per m squared per yr” or “g.m-2.yr-1”). Units of measure for area and volume should also use superscripts, for example,  $\text{m}^2$  (= square meters) or  $\text{cm}^3$  (= cubic centimeters). **All units of measurement should be metric.**

For examples of writing style and other technical details common to scientific journals in general, authors are directed to the CSE style manual (2006; *Scientific Style and Format*, Seventh Edition; Cambridge University Press).

### FORMATTING CONTENT

**Title Page.**—The title page should appear on a single, separate sheet and contain the title (all caps), names(s) of author(s), and a running head of no more than 45 characters (*including spaces*). The title should state the subject matter as briefly as possible. Authors should also include their affiliation(s), followed by a complete postal mailing address and their e-mail address. Please be sure that the corresponding author is clearly identified and that an e-mail address is supplied.

**Abstract.**—The abstract should provide a concise summary of the objectives, empirical basis, and findings of the study; abstracts should not simply be short introductions to the work or give vague generalizations about what is detailed inside. New taxa described (including binomials) or other major taxonomic actions should be included in the abstract. Abstracts must not exceed 200 words.

**Keywords.**—Provide up to eight keywords (lower case, listed in alphabetical order) following the abstract.

**Text.**—Where possible, the primary subdivisions consistent with those used in most scientific journals should be used. For analytical works of non-taxonomic nature, these are: **Introduction, Materials and Methods, Results or Descriptions, Discussion, Acknowledgments, and Literature Cited.** Optional primary headings include Localities and Conclusions. In some rare situations, authors may want to combine both the Results and Discussion sections into one section.

**Level 1 headings.**—Format in all capital letters, centered (use for INTRODUCTION, and other main text headings).

**Level 2 headings.**—Flush left, mixed case, in *bold italics*. (e.g., *Statistical Analyses*)

**Level 3 headings.**—Flush left, initial capital letter and the rest all lower case, in *italics*. (e.g., *Crayfish life history data*)

If needed, an additional level of heading can be inserted after Level 3: Paragraph indent, initial capital letter and the rest all lower case, followed with a period and em dash, and run into text. (e.g., Results of statistical analyses.—Analyses were performed ...)

### LITERATURE CITED

Please note the following important, but frequently overlooked, conventions:

- The list of references should be arranged alphabetically in ascending order by author and then year of publication.
- Author names should be in small caps (see examples below).
- Do not use commas or periods to separate elements of author names, and remove spaces between initials. E.g., “DOE JE” not “DOE J E” However, use a comma to separate multiple author names (see examples below).
- Include the last name and initials of all authors of each reference. (i.e., do not use “et al.” in the Literature Cited section).
- Enclose the year in parentheses, followed by a period.
- Scientific names appearing in citations should be in *italics*.
- Spell out completely the names of all periodicals and italicize the names.
- For book chapters or works in an edited volume, “In:” should be italicized (see examples below).
- Do NOT include a comma between the periodical name and the volume number.
- Include parenthetically the *number* of the issue in a citation, if present or known.
- Do not include a space between the colon following the volume number and the pages.
- Include the “DOI” number for all cited works (a DOI may not be available for older articles) by placing it at the end of the citation, prefixed with “doi:” (see examples).
- Spell out names of both states and countries for publishers of books, except use “USA” in place of “U.S.A.”, “United States” or “United States of America”, and use “UK” for “United Kingdom”.
- Do not give total numbers of pages for books, whether cited as a whole or in citations of parts of books. E.g., exclude entries such as “xxiii + 498 pp.” at the end of a reference for a book.

15. Previous volumes of *Freshwater Crayfish* should be cited as a journal, not as a book (see example below).

To help with the proper formatting of references, authors can download a preformatted EndNote Style from the MS&T website. See <http://iz.carnegiemnh.org/FCEditor/UserGuide.asp> for more information on downloading this file.

The following are examples of how references should appear in the Literature Cited section of a manuscript. Referenced citations in the text should be listed as follows: (Huner 2000) or (Wible and Rawlins 2001) or (Wible et al. 2002). Do not insert a comma between the author(s) and the year. Citations containing "et al." should **NOT** have "et al." italicized. For multiple contiguous citations the citations should be in ascending order according to year and then author, and be separated with a semicolon, for example (Hamilton 1983; Abrams 1990). For consecutive citations by the same author, only include the author's name for the initial citation, followed by the year of each subsequent citation, each separated by a comma (e.g., Smith 1999, 2001 --- instead of Smith 1999; Smith 2001).

In cases where there are many publications by an author with co-authors from the same year they should appear in the text as, for example, "Doe et al. 2001a, Doe et al. 2001b, Doe et al. 2001c," etc. where the "a", "b", and "c" are assigned to references based on their first occurrence in the text. When citing these references in the Literature Cited section, they should be arranged as the other references are; alphabetically in ascending order by author last name and then the year of publication. In the case where multiple authors are shared among references, citations should be listed in alphabetical order by successive author names. If all authors are shared among works from the same year, the references should be listed in order by their "a", "b", and "c" designation.

#### Article That is Part of a Regular Journal Series:

- ABRAHAMSSON SAA (1971). Acclimatization of the signal crayfish in water devastated by crayfish pest. *Fauna och Flora* 66(1):2-10. doi: not available.
- AVAILT JR. JW AND ROMAIRE R (1995). Research priorities for procambarid crayfish aquaculture in the southeastern United States. *Freshwater Crayfish* 8:553-564. doi: not available.
- CRANDALL KA, FETZNER JR. JW, JARA CG AND BUCKUP L (2000). On the phylogenetic positioning of the South American freshwater crayfish genera (Decapoda: Parastacidae). *Journal of Crustacean Biology* 20(3):532-542. doi: 10.1651/0278-0372(2000)020[0530:OTPOT]2.0.CO;2
- HUNER JV AND AVAILT JR. JW (1976). Sequential pond flooding: A prospective management technique for extended production of bait size crawfish. *Transactions of the American Fisheries Society* 105(5):637-642. doi: 10.1577/1548-8659(1976)105<637:SPF>2.0.CO;2

#### New Edition of a Book:

- OSTLE B AND MENSING RW (1975). *Statistics in Research*, Third Edition. Iowa State University Press, Ames, Iowa, USA.
- HOLDICH DM (ed.) (2002). *Biology of Freshwater Crayfish*. Blackwell Science, Oxford, England.

#### Chapter or Paper in an Edited Volume:

- CUKERZIS JM (1988). *Astacus astacus* in Europe. Pp. 309-340. In: *Freshwater Crayfish: Biology, Management and Exploitation*. Holdich DM and Lowery RS (eds.). Timber Press, Portland, Oregon, USA.
- GHERARDI F (2002). Behaviour. Pp. 258-281. In: *Biology of Freshwater Crayfish*. Holdich DM (ed.). Blackwell Science, Oxford, England.

#### Computer Program:

- STATSOFT INC. (2004). STATISTICA for Windows, version 6, Tulsa, Oklahoma, USA.

#### Reference to a Thesis or Dissertation:

- BYRD RL (1974). Temperature and dissolved oxygen consumption of the crayfish, *Orconectes rusticus* (Girard). MS Thesis. Wright State University, Dayton, Ohio, USA.
- SCHNEIDER RAZ (2000). Social communication through chemical signals: crayfish as a model system. PhD Dissertation. Bowling Green State University, Bowling Green, Ohio, USA.

#### Personal Communications:

- COUGHRAN J (2003). Southern Cross University, Lismore, New South Wales, Australia. *Personal communication*.
- WRUCK D (2007). Queensland Health, Pathological and Scientific Services, Nathan, Queensland, Australia. *Personal communication*.

#### Internet Sites:

- FETZNER JR. JW (2004). Queensland -- Crayfish Species Checklist. Publ. Internet. [http://iz.carnegiemnh.org/crayfish/country\\_pages/queensland.htm](http://iz.carnegiemnh.org/crayfish/country_pages/queensland.htm) [accessed 17 March 2008].

#### Unpublished Reports or Gray Literature:

- DI STEFANO RJ (2005). Trophic interactions between Missouri Ozarks stream crayfish communities and sport fish predators: Increased abundance and size structure of predators cause little change in crayfish community densities. Missouri Department of Conservation. Project F-1-R-054, Study S-41, Job 4, Final Report. Columbia, Missouri, USA.
- HAMILTON K AND BERGERSEN EP (1984). Methods to estimate aquatic habitat variables. Colorado State University, Fort Collins, Colorado, USA.
- PLATTS WS, MEGAHAN WF AND MINSHALL GW (1983). Methods for evaluating stream, riparian, and biotic conditions. General Technical Report INT-138. US Department of Agriculture, Forest Service. Ogden, Utah, USA.

## FIGURES – DIGITAL FORMAT

Please see the Submission Procedures section above for specific instructions on how to submit figures along with your manuscript. Please note that more than one table or figure may be placed on a page in the final publication. Figures must be submitted in digital form. **We cannot stress more the importance of having high-resolution images for publication.** Requirements are as follows:

- The figures must be saved as high-resolution **TIFF** or **EPS** files (TIFF preferred) for **Windows PC platforms**.
- Figures may be line art, halftones, and color figures.
- Line art* should be scanned or saved at **1200 dpi** (dots per inch). *Halftone and color images or photos* require a resolution of at least **600 dpi**. Halftones should have end dot settings of 2% in the lightest area and 98% in the darkest area of the image. *Color files must be submitted in CMYK mode*.
- Submit images at their final size. For 600 dpi images sized to fit a single column, the width of the image should be set to 2200 pixels, while full page width images should be set to a final width of 4500 pixels. For 1200 dpi images sized to fit a single column, the width of the image should be set to 4400 pixels, while full page width images should be set to a final width of 9000 pixels. In the case of figures intended to occupy a full page (both width and height) (i.e., plates), authors should leave room for the figure legend at the bottom of the page, without having to continue the legend text onto the next page. For detailed instructions on generating high-resolution images, see the MS&T website.

## FIGURES – LABELS AND LAYOUT

Tables and Figures should be referenced in the text as (Table 1, Table 2, or Figure 1, Figure 2, etc.). If figures consist of a single image then no number is needed except in the caption. If multiple images are included in a single figure (plate), then label each with **upper case letters** in lower left of each individual photo (A, B, C, etc.) or for non-photographic work put label letter above and to left of individual figures. Place the letter so its association with a given drawing or image is not ambiguous, and avoid putting the letter over structures in photographs, or inside the outline of structures in line drawings. Label font and size should be uniform for all figures in a given manuscript. Font should be serif-free and when published be 3-5 mm in height (1/8 to 3/16 inch). **The preferred height for letters designating separate figures is 5 mm, with 3-4 mm height for text, abbreviations, or names appearing on figures.** Lettering should be black, or white only when figure backgrounds are medium gray to black.

Photographs or other material with non-white backgrounds in a compound figure will be separated by the technical editor using narrow white ruling (horizontal and vertical, about 3/64 inch or 1 mm wide), uniform in width for all figures whether 2-column or single-column. If subdivisions or insets are used on some figures, then those should be separated by white ruling that is narrower than that between figures, about 1/32 inch wide. In general, authors should scan images at high resolution and send as digital image files with manuscript (see preferred resolution above). Authors should **NOT** insert white ruling between figures as this will be done by the technical editor. Whenever possible, authors should compile compound plates with each image in its own layer, and each letter designation for each image in its own layer. This will not be possible if images are prepared as hard copies, labeled, and then scanned. Authors are encouraged to do the best they can with image preparation, asking for help as needed.

**Indication of Scale:** Scale lines with numerical labels in figure are preferred, but if lines are present without labels, or the figure has no scale line, then a comment should be placed at end of each lettered section of the caption (for compound plates), or at end of the entire caption if all parts of the plate are at same scale. A numbered scale line on the figure is always preferred over a blank scale line or none with just a written statement of size in the caption. Keep scale lines fairly short with clear small lettering; avoid double scale lines and those with elaborate crossbars; do not place lines close to edge of figure. For compound plates, attempt to place scales lines in similar position for each figure in the plate, and avoid redundant scale lines where possible (i.e., if all figures on a plate are the same scale, then a single scale line will suffice).

## FIGURE CAPTIONS

Start this section on a new page at the end of the manuscript. In most cases, captions begin with an initial general statement applicable to all parts of a compound plate. This should end in a period or colon. Then individual sections can be described following their appropriate letters, each section punctuated by a semicolon.

**Caption example.**— Figure 12. Four separate photographs of unknown origin. A, first photograph; B, second photograph; C, third photograph with damage to lower edge; D, fourth photograph (scale unknown). Scale = 50 mm.

**Caption format.**— Figure #. Descriptive term for entire plate. A, minimal descriptive expression (modifiers or inserted comments if any); B, minimal descriptive expression (modifiers or inserted comments if any). C-E, descriptive phrase for subset of figures: C, individual descriptive expression (modifiers or comments if any); D, individual descriptive expression (modifiers or comments if any); E, individual descriptive expression (modifiers or comments if any). F, minimal descriptive expression (modifiers or inserted comments if any). Optional scale = ## mm.

## TABLES AND APPENDICES

Tables should be numbered using integer numbers (e.g., 1, 2, and 4). Each table requires a short but informative title after the numeral (e.g., Table 4. Numbers of crayfish caught in traps in 1990). Please place captions above each table. Tables should be produced as text using a standard software program (e.g., Word, Excel), rather than inserted as an image file. Tables typically should be reserved for quantitative material that entails multiple columns and that is essential for an understanding of the text and the conclusions drawn therein.

Appendices provide comparatively flexible formats for the presentation of lists and extensive matrices and ancillary data. Lists of taxa, raw data, or other compendia of interest to only a minority of readers should be presented as appendices and appear sequentially (numbered using Arabic numerals) at the end of the paper. Also, lists of institutional names or acronyms (limited to those used in text or tables) may be presented as appendices as an alternative to presenting them at the end of the Introduction or Methods sections.