

GUIDE TO AUTHORS

The *Journal of Cave and Karst Studies* is a multidisciplinary journal devoted to cave and karst research. The *Journal* is seeking original, unpublished manuscripts concerning the scientific study of caves or other karst features. Authors do not need to be members of the National Speleological Society but priority is given to manuscripts of importance to North American speleology.

LANGUAGES: Manuscripts must be in English with an abstract, conclusions, and references. An additional abstract in another language may be accepted. Authors are encouraged to write for our combined professional and amateur readership.

CONTENT: Each paper will contain a title with the authors' names and addresses, an abstract, and the text of the paper. Acknowledgments and references follow the text.

ABSTRACTS: An abstract stating the essential points and results must accompany all articles. An abstract is a summary, not a promise of what topics are covered in the paper.

REFERENCES: In the text, references to previously published work should be followed by the relevant author's name and date (and page number, when appropriate) in brackets. All cited references are alphabetical at the end of the manuscript with senior author's last name first, followed by date of publication, title, publisher, volume, and page numbers. See the current issue for examples. Please do not abbreviate periodical titles.

SUBMISSION: Authors should submit three copies of their manuscript (include only copies of the illustrations) to the appropriate specialty editor or the senior editor. Manuscript must be typed, double spaced, and single-sided. Electronic mail submissions require prior permission of the Associate Editor, and is only encouraged from countries where timely transmission of air mail is a problem. Authors submitting manuscripts longer than 15 typed pages may be asked to shorten them. Authors will be requested to submit an electronic copy of the text, a photograph, and brief biography upon acceptance of the paper.

DISCUSSIONS: Critical discussions of papers previously published in the *Journal* are welcome. Authors will be given an opportunity to reply. Discussions and replies must be limited to a maximum of 1000 words and discussions will be subject to review before publication. Discussions must be within 45 days after the original article appears.

MEASUREMENTS: All measurements will be in *Systeme Internationale* (metric) except when quoting historical references. Other units will be allowed where necessary if placed in parentheses and following the *SI* units.

FIGURES: Figures and lettering must be neat and legible. Figure captions should be on a separate sheet of paper and not within the figure. Figures should be numbered in sequence and referred to in the text by inserting (Fig. x). Most figures will be reduced, hence the lettering should be large. Once the paper has been accepted for publication, the original drawing (with corrections where necessary) must be submitted to the editor. Photographs must be sharp and high contrast. Color will be printed at author's expense only.

COPYRIGHT AND AUTHOR'S RESPONSIBILITIES: It is the author's responsibility to clear any copyright or acknowledgment matters concerning text, tables, or figures used. Authors should also ensure adequate attention to sensitive issues such as land owner and land manager concerns.

PROCESS: All submitted manuscripts are sent out to at least two experts in the field. Reviewed manuscripts are then returned to the author for consideration of the referees' remarks and revision, where appropriate. Revised manuscripts are returned to the appropriate associate editor who then recommends acceptance or rejection. The Senior Editor makes final decisions regarding publication. Upon acceptance, the author should submit all photographs, original drawings, and an electronic copy of the text to the editor.

The senior author will be sent one set of proofs for review. Examine the current issue for more information of the format used.

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