

## 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 The *Journal* is seeking original, unpublished manuscripts concerning the scientific study of caves or other karst features.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 preference 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.

**STYLE:** The *Journal* consults *The Chicago Manual of Style* on most general style issues.

**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. Geological Society of America format should be used (see <http://www.geosociety.org/pubs/bulguid4.htm>). Please do not abbreviate periodical titles. Web references are acceptable when deemed appropriate. The references should follow the style of:

Author (or publisher), 16 July 2002, Webpage title: Publisher (if a specific author is available), full URL (e.g., <http://www.usgs.gov/citguide.html>)

If there is a specific author given, use their name and list the responsible organization as publisher. Because of the ephemeral nature of websites, please provide the specific date. Citations within the text should read: (Author Year).

**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 are only encouraged from countries where timely transmission of air mail is a problem. Manuscripts should be no longer than 5000 words plus tables and figures. Authors of accepted papers exceeding this limit will generally have to pay a current page charge for the extra pages. Authors will be requested to submit an

electronic copy of the text, a photograph, and brief biography upon acceptance of the paper. Extensive supporting data will be placed on the *Journal's* website with a paper copy placed in the NSS archives and library. The data that are used within a paper must be made available. Authors may be required to provide supporting data in a fundamental format, such as ASCII for text data or comma-delimited ASCII for tabular data.

**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 6 months 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 generally only be printed at author's expense.

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

**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 PDF proofs for review. Examine the current issue for more information of the format used.

**ELECTRONIC FILES:** The *Journal's* final layout is done using Quark Xpress. Microsoft Word is used in word processing and all figures and photographs should be submitted in either EPS or TIF format. The *Journal* is printed at 305 dpi. Thus, illustrations that are to be printed at 3.5 inches wide require at least 1068 pixels.

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