

Bulletin of the Peabody Museum of Natural History

YALE UNIVERSITY

AUTHOR SUBMISSION GUIDELINES

[Manuscript Submissions](#) | [Style & Format](#) | [Citations & References](#) | [Guide for Illustrative Materials](#)

The *Bulletin of the Peabody Museum of Natural History* publishes original research based on specimens, artifacts and related materials maintained in the collections of the Yale Peabody Museum of Natural History's curatorial divisions. The *Bulletin* is published twice a year, in April and October.

The *Bulletin of the Peabody Museum of Natural History* is indexed in the Thomson Reuters ISI Web of Knowledge® Science Citation Index Expanded™ (SCIE), Journal Citation Reports® (JCR) and Zoological Record®, and in GeoRef. Beginning with Volume 47, abstracts and full text of papers published in *Bulletin* are available online to institutional subscribers of BioOne (<http://www.bioone.org/>), an electronic database of high-impact bioscience research journals.

Interested authors should contact the Executive Editor before submission of manuscripts for possible publication. Address correspondence to:

Patrick Sweeney, Executive Editor
Peabody Museum of Natural History
Yale University
P.O. Box 208118
New Haven CT 06520-8118 USA

Phone: (203) 432-3537

Fax: (203) 432-5872

E-mail: patrick.sweeney@yale.edu

Courier Delivery:

Peabody Museum of Natural History
Yale University
170-210 Whitney Avenue
New Haven CT 06511 USA

All manuscripts submissions are sent out for external peer review by one or more referees, as well as being reviewed internally at the Yale Peabody Museum by the Executive Editor in consultation with the Curatorial Editor-in-Chief and one or more members of the appropriate curatorial division; authors may recommend suitable referees.

Submissions that require revision will be returned to authors with referee comments and recommendations. Substantial changes may require a new electronic files and print out (including revised figures, if any). Manuscripts may go through a single or several revision cycles; the failure of an author to make required changes can result in the rejection of the manuscript; unrequested changes without written justification may be treated as a new submission if substantial, or may result in rejection. Delays may result if materials are not in proper form. The author should keep copies of all materials submitted.

Manuscripts are edited for *Bulletin* style and format once peer review is complete and revisions incorporated. Submissions are published approximately in the order in which they are accepted for publication. Extensive revisions other than typographical errors will not be allowed at the page proof stage of the production process unless the author is willing to cover the costs of any such revisions. At present there are no page charges.

To protect its publications and facilitate wide distribution, by written agreement all contributions to the *Bulletin* are copyrighted in the name of the Peabody Museum of Natural History on behalf of Yale University. Each author receives one printed copy of the issue containing his or her contribution(s), on publication. Contributors to the *Bulletin of the Peabody Museum of Natural History* also receive a free PDF file of their published paper(s) for the personal, noncommercial use of the author(s).

Manuscript Submissions

Manuscripts are always to be submitted in a standard PC or Macintosh-based word processing format. Small files may be sent as attachments to e-mail; large files may be submitted using Yale University's free file transfer facility (contact the publications Office for instructions) or other online transfer site. Keep copies of all files.

Include all graphics files (illustrations, photographs) as separate digital files with initial submission, so that any resolution or compatibility issues can be assessed (see below for requirements or contact the Publications Office for guidance). The Yale Peabody Museum reserves the right to reject figures and manuscripts that do not conform to these requirements.

Manuscripts will be copyedited and formatted for publication once the review process is complete and all revisions have been incorporated by the author(s). Substantial changes may require new electronic files (including revised figures, if any). Delays may result if materials are not in proper form.

Page proofs of the copyedited and formatted manuscript are sent to the lead author for final approval. This proof copy is for checking printer's errors only and to resolve any queries or missing information; only trivial revisions can be made at this stage. Contributors will be charged for excessive revisions. Corrected page proofs must be returned to the Publications Office within seven (7) days.

Style & Format

The Yale Peabody Museum uses the latest edition of *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers* (<http://www.councilscienceeditors.org/>), as its primary style manual, along with *The Chicago Manual of Style* (16th ed.). See these references for specific recommendations and examples of the following guidelines. The Publications Office reserves the right to adjust style and form to meet the specifications of the Yale Peabody Museum publications.

Titles

Article titles should be short (max. 20 words), precise and straightforwardly descriptive, succinctly conveying the manuscript's content. Include pertinent keywords that will facilitate computerized listings. Names of new taxa should not appear in the title. Abbreviations, acronyms and hyphenated terms should be avoided, and punctuation kept to a minimum. Provide titles and captions for all figures and tables in separate files.

Author Affiliation

Provide the full name, institutional affiliation and contact information for each author, including mailing and e-mail addresses; indicate which author should be designated the corresponding author.

Abstract

An informative abstract of up to 300 words for the *Bulletin* should precede the text and conform to the requirements of BioAbstracts. Do not use abbreviations, acronyms and citations unless widely understood (e.g., DNA, pH). Authors have the option of also including foreign language abstracts as appropriate.

Keywords

Following the abstract, provide up to 10 keywords or terms not appearing in the title, indicating the central topics of the publication, to facilitate computerized document retrieval.

Nomenclature

The first mention of an animal or plant in the text should include the full scientific name and other pertinent attribution. All generic and specific names should be italicized. Nomenclature should conform to the currently in force *International Code of Zoological Nomenclature* for zoological works and the *International Code of Botanical Nomenclature* for botanical works.

Text

Authors should write with precision, clarity and economy; use the active voice and first person. Main headings (for example, “Introduction,” “Materials and Methods,” “Results,” “Discussion”) and subheadings that delimit different sections within the text should be explicit, descriptive, and as short as possible; hierarchical levels should be parallel and consistent throughout the manuscript. Avoid using more than four levels.

Avoid abbreviations and acronyms unless well established and used widely in the scientific literature (for example, DNA, pH). Define parenthetically less widely used acronyms and abbreviations that appear more than a few times at first use. Avoid the excessive use of Latin terms. Institutional abbreviations and acronyms, such as in catalog numbers, should be listed and defined in the Materials and Methods section of the article.

Give measurements in metric (SI) units, time in terms of the 24 hour clock (0930 h, not 9:30 a.m.); temperature in degrees Celsius (32 °C); dates as 16 February 2004. See the guidelines given in *Scientific Style and Format* for specific examples. Do not use all capital letters for titles, headings or subheadings. Italicize only as needed for content (such as species names, non-English terms), otherwise do not include underlines, bold, italic or other formatting in the text. Indicate any special characters, accents and symbols in the margins of the manuscript. Complex mathematical formulas should be provided as separate image files. Any special fonts used must be flagged in the manuscript and noted in the author’s submission letter so that the Publications Office can ensure special characters print correctly.

Yale Peabody Museum catalog numbers should follow the 6-digit format with division designation used in the YPM collections management database, as follows: YPM DIV 000000. Use full numbers in ranges. Examples:

YPM ANT 017898

YPM VPPU 016235, 016245

YPM HERR 003873–003881

Captions

Captions are to provide all explanatory text for figures and tables; do not use titles, legends and footnotes in the image itself. Provide a short introductory phrase or a formal title for each figure, table or appendix; avoid excessive wording. All illustrations and photographs are to be called “Figures” and should be numbered consecutively using Arabic numerals. Use uppercase letters in a common sans serif font (such as Helvetica, Myriad or Arial) for labels within a figure; do not use special graphic effects such as shadows or outlining. Number tables separately from figures. Submit captions double-spaced in a clearly labeled separate electronic file (not attached to illustrations or tables), with a separate paragraph devoted to each figure or table number.

Credit for illustrations or photographs that are not your own must be provided for each figure, or listed in the acknowledgments. Provide copyright information if you are not the copyright holder, along with a written statement of permission to reproduce the material (see below). Note that it is the responsibility of the authors to make copyright holders aware that *Bulletin* articles are made available online after publication and that such permission statements should grant both print and electronic worldwide rights in perpetuity.

Acknowledge sources for figures based on other work with “From Smith 2001” for work substantially reprinted as first published, or with “Modified from Smith 2001” for work adapted from previously published material with changes.

Footnotes

Except in rare cases, footnotes should not be used, but incorporated into the text. If unavoidable, they should be kept to a minimum and be submitted double-spaced on in a separate electronic file. Footnotes can be used in tables, especially to designate source materials.

Acknowledgments

Acknowledgment should include information on granting agencies, and on individuals and institutions that have lent or provided access to materials, specimens, financial support, field assistance or editorial review, among others. Provide grant numbers when available. Spell out institution and agency names

Also include here the names of illustrators and photographers of work used in the article that is not by the author(s). Written permission to reproduce any copyrighted material must be submitted with the manuscript, and proper credit included in figure captions or in the acknowledgments (see above).

Type Material & Vouchers

Whenever possible, all primary name-bearing types (such as holotypes, neotypes, lectotypes) based on Yale Peabody Museum specimens designated in the *Bulletin* scholarly publications should be deposited in the appropriate collection at the Yale Peabody Museum. Secondary types (such as paratypes) should be deposited in major institutional collections. Voucher specimens arising from the ecological or related work should be deposited in whole or major part in the appropriate collection at the Yale Peabody Museum.

Authorship

Authors named on manuscript submissions must have played a significant role in the research, writing, and in the guidance of the research being reported. Those whose role involved providing materials, specimens, financial support, field assistance or review should be recognized in the acknowledgments.

Copyright

All scholarly publications are copyrighted in the name of the Peabody Museum of Natural History on behalf of Yale University. To protect its publications and facilitate wide distribution, it is the policy of the Yale Peabody Museum to require that contributors assign their copyright interests in their work to the Yale Peabody Museum, including electronic rights, and rights in all renewals and extensions of copyright. The Yale Peabody Museum in turn grants contributors the right to re-use their work provided that all such use is for the personal noncommercial benefit of the author(s). The signed publication agreement must be received before publication.

Citations & Literature Cited

Citations in the text and Literature Cited reference listings for the most part follow the guidelines for the name-year system given in the latest editions of *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers* and, secondarily, *The Chicago Manual of Style*. Every citation in the text must be referenced in the reference list, including references to internet sources and databases. Provide URLs for all web references, including date of access, and availability information for hard-to-find sources. Unpublished material should be cited as (Smith, pers. obs.), (Smith 1999, pers. comm.) or (Smith, unpubl. data) in the text, but not included in the Literature Cited list. For examples see below, or reference the *Scientific Style and Format*.

Citation & Reference Examples

List citations in the text chronologically from earliest to latest; citations in the same year are listed alphabetically.

For citations in the text whenever the author's name appears as part of the sentence structure:

Smith (1963)
Jones et al. (1977, 1985a, 1985b)

otherwise use the format:

Scudder 1889; Mayr 1963; Jones et al. 1985a, 1985b; Straus and Sandler 1989

For articles with multiple authors but the same year, list as many authors as necessary to distinguish the citations.

Gupta, Collinson et al. 2006
Gupta, Michels et al. 2006

Citations for specific pages and figures should use the format:

Mayr (1963:236, fig. 4)
Mayr (1963, pl. 4)

List references in the Literature Cited alphabetically, and chronologically from earliest to latest for identical author(s) listings; references in the same year with the same author(s) are designated as 2010a, 2010b, etc. Provide the names of all authors, editors and translators as appropriate (use "et al." or "and others" for names beyond the 10th).

Spell out journal titles in full. Use lowercase sentence format for journal articles, upper/lowercase title case for book titles; do not italicize.

Abstract

Tornow, M. A. 2001. The utility of dental data in reconstruction of hominid phylogeny: an analysis using outgroup swapping [abstract]. In: Abstracts of AAPA Poster and Podium Presentations, Program of the 70th Annual Meeting of the American Association of Physical Anthropologists; 2001 Mar 28-31; Kansas City, MO. *American Journal of Physical Anthropology* 114(32Suppl):150-151. Published online 13 Mar 2001. Available from: <http://physanth.org/annmeet/>

Book

Simpson, G. G. 1953. *The Major Features of Evolution*. New York: Columbia University Press. 434 pp.

Boschung, H. T. Jr. and R. L. Mayden. 2004. *Fishes of Alabama*. Washington, DC: Smithsonian Books. 736 pp.

Book chapter

Fitzpatrick, J. W. 2004. Family Tyrannidae (tyrant-flycatchers). In: J. del Hoyo, A. Elliott and D. Christie, eds. *Handbook of the Birds of the World, Volume 9*. Barcelona: Lynx Edicions. pp. 170–463.

Book in a series

Bierwirth, S. L. 1996. *Lithic Analysis in Southwestern France: Middle Paleolithic Assemblages from the Site of La Quina*. Oxford: Tempus Reparatum. 75 pp. (BAR International Series 633).

Carr, A. F. Jr., A. Meylan, J. Mortimer, K. Bjørndal and T. Carr. 1982. *Surveys of sea turtle populations and habitats in the western Atlantic*. Panama City, FL: US Dept. of Commerce, National Oceanic and Atmospheric Administration, National Marine Fisheries Service. 91 pp. (NOAA Technical Memorandum NMFS/SEFC-91.)

Computer program

SAS Institute. 2003. *SAS for Windows* [computer program]. Version 9.1. Cary, NC: SAS Institute.

[NIH] National Institutes of Health. 1999. *NIH Image* [computer program]. Version 1.62. Bethesda, MD: NIH, National Institute of Mental Health, Research Services Branch. Available from: <http://rsb.info.nih.gov/nih-image/>

Swofford, D. L. and D. P. Begle. 1993. *PAUP* Phylogenetic Analysis Using Parsimony*. Version 3.1. User's Manual [internet]. Washington, DC: Smithsonian Institution, Laboratory of Molecular Systematics. 280 pp. Available from: http://paup.csit.fsu.edu/Paup_Doc_31.pdf

Conference proceedings

Evers, B. and J. Manley. 2007. A vehicle for science and exploration: bringing offshore industry advances and experience to the oceanographic community. In: *Oceans 2007; proceedings*; Vancouver, BC, Canada; 29 Sept–4 Oct 2007. Piscataway, NJ: IEEE. pp. 1-6. Available from: IEEE Xplore <http://ieeexplore.ieee.org/servlet/opac?punumber=4446228>

Nessov, L. A. and L. I. Khozatsky. 1973. [Early Cretaceous turtles from southeastern Fergana.] In: I. S. Darevskii. *Voprosy gerpetologii: avtoreferaty dokladov; vsesoiuznaia gerpetologicheskaiia konferentsiia* [The Problems of Herpetology; proceedings of the Third All-Union Herpetological Conference]; 1973 Feb 1–3; Leningrad (St. Petersburg). Leningrad: Nauka, Leningradskoe otd-nie. pp. 132–133. (in Russian)

Database

Hickey, L. J., L. S. Klise and W. S. Green. 2006. *The Yale–Princeton Compendium Index of North American Mesozoic and Cenozoic Type Fossil Plants* [electronic database]. Release 1.0. [2006 Jan 11]. New Haven: Peabody Museum of Natural History, Yale University. Available from: <http://www.peabody.yale.edu/collections/pb/eCI/v1.0/>

Dissertation

Sweeney, P. W. 2007. *Systematics and floral evolution in the plant genus *Garcinia* (Clusiaceae)* [dissertation]. Saint Louis: University of Missouri–Saint Louis. Available from: ProQuest Dissertations & Theses [online database]; <http://www.proquest.com> (publication number AAT 3323336).

Internet article

Jablonski, N. 2004. Putting technology to work at Koobi Fora. KFRP Field Season Dispatches [internet]. Kenya: Koobi Fora Research Project; [cited 19 April 2006]. Available from: http://www.kfrp.com/dispatches_2004/gis_jablonski/gis_jablonski.htm

InfoNatura. 2007 April 10. Animals and Ecosystems of Latin America [internet]. Version 5.0. Arlington, VA: NatureServe. [c2007; updated April 2007; accessed 12 October 2009]. Available from: <http://www.natureserve.org/infonatura>

Internet database

[ePic] Electronic Plant Information Centre [internet database]. 2002. Richmond, England: Royal Botanic Gardens, Kew. [cited 28 Mar 2003]. Available from: <http://www.kew.org/epic/>

Internet web page

InfoNatura. 2007 April 10. Animals and Ecosystems of Latin America [internet]. Version 5.0. Arlington, VA: NatureServe. [c2007; updated April 2007; accessed 12 October 2009]. Available from: <http://www.natureserve.org/infonatura>

Journal article

Beecher, C. E. 1900. Restoration of *Stylonurus lacoanus*, a giant arthropod from the Upper Devonian of the United States. *American Journal of Science*, 4th Series 10(56):145–150.

Map

Stone, J. R., J. P. Schafer, E. H. London, M. L. Digiacommo-Cohen, R. S. Lewis and W. B. Thompson. 2005. Quaternary Geologic Map of Connecticut and Long Island Sound Basin [map]. U.S. Geological Survey Scientific Investigations Map 2784. Prepared in cooperation with the State of Connecticut Department of Environmental Protection, Geological and Natural History Survey. Reston, VA: USGS. 2 sheets and pamphlet. Available from: <http://pubs.usgs.gov/sim/2005/2784/index.html>

Newspaper articles

Wilford, J. N. 1986 Aug 14. Texas fossil may be bird's oldest ancestor. *New York Times*; Sect. A:1(col. 1).
—1998 Jan. But will it fly? [review]. *New York Times Book Review*. pp. 8-9.

Newspaper article, no author

Fish in Connecticut: What the fish commissioners learned and did during the year. 1884 Dec 10. *The New York Times*, p. 5 (1 p.). Available from: ProQuest Historical Newspapers *The New York Times* (1851-2006); <http://www.proquest.com/>.

Bulletin of the Peabody Museum of Natural History

YALE UNIVERSITY

GUIDELINES FOR ILLUSTRATIVE MATERIALS

FIGURES

Digital files are preferred for all figures. Figures will be evaluated for suitability for publication and a checklist of any technical improvements needed provided to the author when manuscripts are returned with reviewer comments. All final figures must be submitted with the final revised manuscript and must meet the technical requirements of this checklist. Contact the Publications Office for assistance.

All illustrations and photographs are to be provided at the time of submission as electronic files scanned or prepared to professional standards. Prepare figures at the proper resolution at just above 1:1 reproduction size to fit the width of the publication (6 inches; 15 centimeters).

All illustrations and photographs are to be called “Figures” and numbered consecutively using Arabic numerals. Use bold uppercase letters in a standard sans serif font (Myriad, Helvetica or Arial) for labels; be consistent in the use of labels throughout the manuscript. Indicate the approximate desired position for figures in the text with notes in the manuscript margins. Exact placement cannot be guaranteed, but figures will be placed as close to first mention as practical.

Design figures (and tables) to be in “portrait” rather than “landscape” orientation; no figure or table will be published larger than page size, as a tip-in, insert or fold-out. Include scale bars on illustrations, photographs and maps; alternatively, magnification values can be given in the accompanying caption text. Do not include the figure number or title as part of the figure itself; these should be placed in the caption, along with any definitions for any abbreviations, symbols or labels. DO NOT use all capital letters for headings or titles. Make any labels and icons used large enough to be readable at reproduction size.

For guidance on creating figures and tables, see the latest editions of *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers* and *The Chicago Manual of Style*.

Electronic Submissions

Authors who supply their own digital files are responsible for providing images with resolution of acceptable quality. Only high resolution images will produce high quality print reproductions. Submitted figures as high resolution electronic TIF or EPS files, as follows:

Halftone color or black-and-white / grayscale photographs with no text or line art

- Required minimum resolution is 300 ppi at 1:1 reproduction
- Save file as RGB 24-bit or CMYK for color, 256 grays (8-bit grayscale TIF) for b&w
- Minimum width 3 inches (1100 pixels) for single column, 6 inches (2100 pixels) for double column

Black-and-white line illustrations submitted as raster images (e.g., Photoshop® files)

- Required resolution is 1200 ppi at 1:1 reproduction
- Save file as bitmapped (grayscale) TIFs (to reduce file size)
- Minimum width 3 inches (1100 pixels) for single column, 6 inches (2100 pixels) for double column

Color illustrations

- Required minimum resolution is 800 ppi at 1:1 reproduction
- Save file as RGB 24-bit or CMYK
- Minimum width 3 inches (1100 pixels) for single column, 6 inches (2100 pixels) for double column

Combination files (continuous tone screens or color/grayscale images in combination with type or line drawings):

- Raster files (e.g., created in Adobe® Photoshop®) must have a minimum resolution of 600 ppi at 1:1 reproduction size; however, a resolution of 800 dpi will give better results
- Vector files (created in Adobe® Illustrator®) with include halftone images must have all images embedded (not linked); these placed images must also follow the resolution requirements above to ensure quality reproduction. Convert all fonts to outlines. Save as AI or EPS in CMYK mode.

Figures created from specialized software should be exported for print publication to meet these requirements as recommended by the software maker.

Charts and illustrations created in Microsoft Excel® and other Microsoft Office® programs are unusable and WILL NOT be accepted. Do not submit final images as a figure placed into a Microsoft document. These are low resolution images and will not reproduce well.

Photographs from digital cameras should be taken at the highest resolution setting and size available. Submit original camera images; do not resave them in a compressed format (such as JPG).

Tables

Submit tables as separate electronic tab-delimited word processing files; spreadsheet files are also acceptable. Tabular material should be typed separately in individual files and not placed into the main text. Number tables consecutively using Arabic numerals, separate from figures. Indicate the approximate desired position in the text with marginal notes. Do not use embedded graphics, vertical lines or vertical writing, or all capital letters. Do not submit tables as image files.

Permissions

Contributors using previously published material to which they do not have copyright (for text, photography and illustrations) are responsible for obtaining, at their own expense, the required written permission to re-use such material, and for submitting this documentation with the manuscript for review by the Yale Peabody Museum, to be kept on file in the Publications Office. The appropriate credit lines must be included with the manuscript.

Note that images from Google Earth have specific attribution requirements and must be submitted at publishable resolution with the correct credit lines. See <http://www.google.com/permissions/geoguidelines/attr-guide.html> for information. Provide high resolution files, proper attribution and written permission from the copyright owner for all images from internet sources.

Copyright rests with the creator of any text, illustration or photograph unless transferred in writing or created as a work-for-hire, and should obtain the necessary permissions as required. For more information on copyright see the U.S. Copyright Office web pages at <http://www.copyright.gov/>, the Copyright Clearance Center at [copyright.com](http://www.copyright.com), or the Cornell University Copyright Information Center at <http://www.copyright.cornell.edu/>.

Additional Resources

Cadmus Digital Art Support
ESRI's ArcGIS Blog
AxisMaps CartographyGuide
Adobe TV How-To
Printernational

<http://art.cadmus.com/da/index.jsp>
<https://www.esri.com/arcgis-blog/overview/>
<https://www.axismaps.com/guide/>
<http://tv.adobe.com/channel/how-to/>
<http://www.printernational.org/>