

## *Journal of Arachnology* Most Common Formatting Errors

Listed here are the most common formatting errors. Proper formatting will speed your manuscript to publication.

### **TITLE PAGE**

- Running head should be a maximum of 60 characters and spaces
- Running head should be in CAPITALS and written in one of the following styles:
  - AUTHOR—SHORT TITLE WRITTEN HERE
  - AUTHOR & AUTHOR—SHORT TITLE WRITTEN HERE
  - AUTHOR ET AL.—SHORT TITLE WRITTEN HERE

### **ABSTRACT**

- the word “**Abstract.**” should be left-justified, only the first letter capitalized, **bold type** followed by a period then the body of the abstract follows on the same line
- length: 250 words for a feature article, 150 words for a short communication
- first mention of each arachnid species name (or genus name alone) should be followed by the original describing author, then a comma, then year of description (i.e., Gertsch, 1947) (see Instructions to Authors for sources to consult for this information)
- “**Keywords:**” should be one word, only the first letter capitalized, followed by a colon, **bold type**, with keywords separated by commas
- keywords should not include any words that appear in the title

### **BODY OF THE TEXT FOR ARTICLES**

- manuscript text should be left-justified throughout, not left and right justified
- do not use the word “INTRODUCTION” as a first-level heading
- first-level headings should be all capitals, centered and not bold type
- the correct first-level heading is METHODS, not MATERIALS & METHODS
- second-level headings (if used) should be indented, **bold type** followed by a period, then a dash, not italicized (e.g., **Secondary heading.**—Followed by text.....)
- when citing a paper, do not use a comma between authors and year of publication
- when citing a two-author paper, use “&” not “and” to connect the authors
- when citing a multi-author paper, use “et al.”, not italicized, with no comma
- multiple citations in a sentence are separated by a semi-colon unless two papers by the same author(s) are cited (example: Chamberlin & Ivie 1937, 1942; Kaston 1970)
- first mention of each arachnid species name (or genus name alone) should be followed by the describing author, then a comma, then year of description (i.e., Gertsch, 1947) (see Instructions to Authors for sources to consult for this information)
- leave a space on either side of an equal sign (i.e.,  $n = 4$ , not  $n=4$ )
- sample size should be written as  $n$ ; not  $n$ ,  $N$ , or  $N$
- probability should be written as  $P$ ; not  $p$ ,  $P$  or  $p$
- proper punctuation and spacing is: i.e., or e.g.,
- Short communications:** do not use section headings in the body of the text
- Short communications:** should be limited to 2 small figures or tables or 1 table and 1 figure

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### CITATIONS:

the section heading should be LITERATURE CITED, not REFERENCES

Below is a properly formatted article citation:

Vincent, L.S., R.S. Vetter, W.R. Wrenn, J.K. Kempf & J.E. Berrian. 2008. The brown widow spider, *Latrodectus geometricus* C. L. Koch, 1841 in southern California. *Pan-Pacific Entomologist* 84:344–349.

- initials trail first author surname, but precede all other author surnames
- no space between author initials (i.e., “R.S.” not “R. S.”)
- if more than 6 authors to a citation, list the first 6, then use “et al.”, not italicized
- no comma after penultimate author
- use “&” not “and” for multi-author papers
- use a period after the last author’s surname
- year of publication: no parentheses, followed by a period
- title: in sentence case; i.e., capitalize only first letter of first word and proper names (except for titles in German)
- use a period after the title
- journal name is spelled out, not in italics, no period at end
- volume number is in regular type, neither bold nor italics
- no issue number after volume number unless every issue in a year starts with page 1
- no space between the colon and opening page number
- closing page number is not truncated (i.e., 344-349, not 344-9)
- period after closing page number

Below is a properly formatted chapter in a book

Suter, R.B & G.E. Stratton. 2013. Predation by spitting spiders: elaborate venom gland, intricate delivery system. Pp. 241-251. *In* Spider Ecophysiology. (W. Nentwig, ed.). Springer, Heidelberg.

- sequence: Authors, year, chapter title, pages, book title, editor(s), publisher, location
- chapter title: only first letter of first word and proper names are capitalized
- pages listed as “Pp.” not “pp.”, closing page number not truncated (i.e., 241-251 not 241-51)
- the word “*In*” is italicized without a period or colon following
- book title: the first letter of each important word is capitalized
- if multiple editors, list them, initials preceding surname, and follow with “eds.”
- use a period at the end

Below is a properly formatted book

Vetter, R.S. 2015. *The Brown Recluse Spider*. Cornell University Press, Ithaca NY.

- the first letter of the first word and each important word is capitalized
- the number of pages in book should not be listed